

Boys & Girls Club of Greater Lynchburg Program Aide

Description of Position

The Boys & Girls Club of Lynchburg, Virginia is dedicated to changing and saving the lives of young people in Lynchburg by increasing opportunities, providing daily access to safe places, introducing caring adult mentors and life-enhancing academics, health and leadership programs both after school and during the summer. The Program Aide supports the Program Leader in planning, implementing, and evaluating programmatic activities that support our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character, and Citizenship. Program aides also directly supervises club members. Hours of Operation are typically between 3:00pm-7:00pm, Monday-Friday.

The student will report to the Liberty University Federal Work Study Coordinator and Boys & Girls Club Director. Students hired for this position will be employed by the Liberty University Financial Aid Office and located on-site at the center.

Liberty University Financial Aid Office
Student Service Center in Green Hall
1971 University Blvd
Lynchburg, VA 24515

Boys & Girls Club of Greater Lynchburg
1101 Madison St
Lynchburg, VA 24504

Job Responsibilities

- Promote participation in these programs and activities. Establish methods of recognition and reward for individual participation and achievement.
- Demonstrate, direct, and supervise a variety of enjoyable activities, contests, events, etc.
- Teach and instruct members in games and sportsmanship.
- Maintain order and discipline in all areas. Provide guidance and discipline according to established guidelines and procedures of the organization.
- Supervise members in the proper and safe use of equipment, supplies, and facilities.
- Properly store and secure all equipment and supplies.
- Keep assigned areas safe, organized, and presentable. Help clean as needed.
- Constantly look for safety hazards in and around the building. Eliminate such hazards or cordon unsafe areas from members' use. Report any such safety hazard to the Club Director or other Director if the Club Director is unavailable.
- Secure and lock assigned areas before leaving.
- Must always have eyesight and sound on Club members.

Job Qualifications

Minimum:

- Federal Work Study eligibility
- 10 to 20 hours of work availability per week
- Must provide own transportation
- Must pass various background checks, including, but not limited to, a check at the time of initial employment and subsequent checks on behalf of the Federal Work Study Community Service

Preferred:

- At least a second-year student at Liberty University in good standing (no reprimands or suspensions)
- Cumulative GPA of 2.5 or higher

Pay Rate: \$14.41 per hour

Length of Employment: Immediate start lasting until the position is no longer a good fit for the student or the center. The student will be evaluated by the on-site supervisor on an annual basis at the end of the spring semester. Summer employment opportunities are also available.

Any questions regarding this position or Federal Work Study eligibility can email workstudy@liberty.edu. The application can be found on the [Human Resources Job page](#).