

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MUNCIE

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<b>TITLE:</b>	<b>Emotional Support Specialist</b>
<b>PROFILE SOURCE:</b>	<b>Afterschool Program</b>
<b>DEPARTMENT:</b>	<b>Programs Department</b>
<b>REPORTS TO:</b>	<b>Madison Street Site Director</b>
<b>FLSA STATUS:</b>	<b>Part Time   25-30 Hours</b>
<b>STARTING WAGE:</b>	<b>\$13.50 Hourly</b>

## **PRIMARY FUNCTION:**

Implement positive behavior support and take lead on behavioral needs of Club members. Engage and communicate with the program's diverse populations. Work directly with Youth Development Professionals, Program Coordinators, and other staff to produce positive outcomes with Club members.

## **KEY ROLES (Essential Job Responsibilities):**

### **Program Development and Implementation**

1. Create an environment that facilitates excellence:
  - Ability to provide one on one or group discussions with members;
  - Identify and respond to behavior issues;
  - Ensure that the site/classroom is kept clean, organized, and free of litter;
  - Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance;
  - Assist Madison Site Director in supervision of staff, including ensuring afternoon closing is completed;
  - Know and understand ALL emergency procedures associated with the program;
  - Know, enforce, and follow all safety guidelines associated with the program and all program areas. This includes but is not limited to being responsible for member safety and their whereabouts at all times; and
  - All other duties as assigned by Leadership

### **Communication**

2. Communicate about participants' experiences and report concerns to Elementary Director;
3. Speak with members' guardians as required;
4. Help guide participants and volunteers to have a deeper understanding of leadership and counseling skills;

## **Supervision**

5. Supervise youth in activities.

## **ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. May be required to drive Club van.

## **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems

## **QUALIFICATIONS:**

- Must have a minimum 1 years' experience in childcare or education
- Must have a minimum of 1 years' experience providing behavior support in a childcare setting
- Upon hire, completion of provided First Aid and CPR certification, and other job-specific training
- Education classes or experience in camp, youth programs, recreation, working with children, or in a related field
- Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision
- Strong organizational and communication skills
- Must have the ability to restrain and physically support children when needed for safety in general activities (child weighing 50-200 pounds)
- Excellent written & verbal skills; organizational skills and attention to detail
- Willingness to work with children, youth, parents, families, and adults and to strive for personal development, advancement, and improvement
- Must be able to adapt to various situations at a rapid pace

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

## **The following statements regularly apply to the position:**

- Employee is occasionally required to return to work in emergency situations on an on-call basis

- Employee is required to possess a valid driver’s license, be able to be insured on company policy, and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
  - Irregular hours - Occasionally
  - Afternoons/Evenings - Regularly
  - Weekends - Occasionally

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_

Incumbent

Date

Approved by: \_\_\_\_\_

Supervisor

Date

Reviewed by: \_\_\_\_\_

Chief Executive Officer

Date