



**BOYS & GIRLS CLUBS**  
of Missoula County

## POSITION DESCRIPTION

---

**TITLE:** Assistant Site Director (Part-Time)

**REPORTS TO:** Site Director/Program Director

**RATE OF PAY:** Starts at \$9.00 per hour

***Interested applicants should apply by submitting a completed job application or a resume via email to [bgcmissoula@gmail.com](mailto:bgcmissoula@gmail.com). Include "Assistant Site Director" in the email subject line.***

Boys & Girls Club of Missoula County provides equal employment opportunity for all applicants and employees.

### **PRIMARY FUNCTION:**

The Assistant Site Director (ASD) is an integral member of the team at one of our four After School Program sites. S/he will support with planning and implementing a robust set of program offerings for the members at the site. The ASD will help their Site Director organize and oversee all programming activities, track member attendance, and support with all of the logistics required to operate a high-quality and enjoyable After School Program. S/he will also support with behavior management of the members and help keep the site area clean and safe. S/he will be a role model to our members and we're excited to find a motivated individual interested in a fun and rewarding part-time job in the afternoons spending time directly interacting and shaping the future of young people across our city. Assistant Site Directors will be expected to encourage and model positive social interaction and conflict resolution.

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

- Assist the Site Director with overseeing the After School Program facilities and maintaining a safe environment for our members at all times.
- Provide clear and ongoing communication with parents, members, other staff, and volunteers.
- Assist the Site Director with tracking member attendance, manage payments from families, and write incident reports, when necessary.
- Maintain a positive attitude, program and image of the Boys & Girls Club of Missoula County.
- Assist the Site Director with developing weekly programming schedules, lesson plans, and related activities for the members that include academic enrichment, health and physical activities, the arts and music, and any additional areas you want to focus on with your members.
- Assist with providing members with daily snack, including help with preparation and clean up.
- Help supervise quiet / free time and maintains a vigilant watch of all members at all times.
- Follow staff code of ethics.
- Ensure that the club site is clean at the end of each day.
- Treat the site, site property and club property with respect.
- Perform other duties as assigned by the Site Director.
- Plays with the kids each day and helps them with projects and activities.

### **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.