



**Neighborhood
Boys & Girls Club**
For Better Men & Women

Neighborhood Boys & Girls Club
2501 West Irving Park Road
Chicago, IL 60618
773.463.4161 | www.nbgc.org

Out of School Program Aide Position

Reports to: Club Manager

Classification: Non-exempt (part-time), approximately 17.5 hours per week

Hourly Wage: \$17.50

Summary

The Out of School Program Aide will support the Club Manager, and Out of School staff at the clubhouse or a school-based site by ensuring the safety and well-being of all Club Members. Responsibilities include helping children with homework, supervising and leading recreational, cultural and physical activities, ensuring field trip safety, and maintain a clean, inviting and safe program space.

Responsibilities

- Share responsibility for ensuring safety during travel to and from scheduled activities as well as within the program area.
- Assist the Club Manager in reinforcing respect, collaboration, and all NBGC core values.
- Supervise children at all times, ensuring appropriate ratios & safety protocols.
- Maintain attendance and other required records.
- Set up the program area for activities; prepare necessary equipment, supplies, and materials to facilitate planned activities.
- Participate in staff meetings and trainings.
- Follow and implement lesson plans provided by the Club Manager to enhance student learning and engagement.
- Perform other duties as assigned by the Club Manager.

Education and Experience

- High School Diploma, GED, or equivalent.
- A minimum of 1 year experience working with children.
- Excellent verbal and written communication skills.
- CPR and mandated reporter certifications.
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- Proficiency in Microsoft Office (Word, Excel and Outlook).

Benefits

- Sick/Personal time off
- Child program discount
- 401k available after meeting criteria
- Eligible for Bonus at the end of year based on length of service.

Position Type/Expected Hours of Work

This is a part-time position. Morning, evening and weekend work may be required on non-school days. Occasional travel may be necessary.

Competencies

Organization

Interpersonal Relations

Creativity

Perseverance

Problem-solving

Collaborative

Initiative

Detail-oriented

Motivation

Working Conditions

- Outdoor work maybe required
- May require walking and going up and down stairs
- Ability to lift up to 20 pounds without assistance, occasionally up to 50 pounds with assistance.
- Physical capability to perform tasks requiring prolonged standing, sitting, running, and other necessary activities.

To Apply

Email a cover letter and resume to resumes@nbgc.org. No calls please.

Equal Employment Opportunity (EEO) Employer

[Neighborhood Boys & Girls Club](#) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, sex, disability or handicap, pregnancy, marital status, veteran status, sexual orientation, gender identity, arrest record, genetic information or any other characteristic protected by applicable federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.