



**BOYS & GIRLS CLUBS**  
OF CENTRAL SONOMA COUNTY

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**POSITION DESCRIPTION**

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Position: **Youth IMPACT Assistant**  
Location: Impact Center  
Manager: Vice-President of Youth IMPACT

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**GENERAL FUNCTION:**

Supports the day-to-day tasks of Club Programs and Services. Provides assistance to Youth IMPACT team through planning, coordinating, and implementing logistics of Club events, programs, and initiatives.

**RESPONSIBILITIES:**

**Program Initiatives**

- Supports program initiatives, including but not limited to Core Area Programs, Formula for Impact Assessment, Youth of the Year and Summer Camp planning.
- Participates in Club-wide planning efforts including managing the program calendar and school district calendars.
- Manages quarterly program printing and distribution to all 25 Clubs.
- Using our IMPACT model, collects and manages program data to measure goals. Utilizes organization's database to prepare monthly reports and track Membership data.
- Manages and updates content on program intranet and maintains accurate Club information on organization's website.

**Supplies & Inventory Management**

- Orders and manages the distribution of program supplies, program kits, and Membership cards.
- Researches vendors, supplies, and pricing as needed.
- Maintains accurate inventory of all program storage areas and supply closets
- Maintains accurate inventory and distribution of all Team Member, volunteer, field trip, and BGC week t-shirts.
- Supports Program Leadership Team by checking out technology supplies (ex: projectors, video game systems, iPads)

**Human Resources and Staff Development**

- Supports hiring efforts for Club staff by scheduling interviews, tracking candidates, and preparing interview documentation
- Supports arrangements, registrations, communications, resources/equipment for All Team Events and Training including program materials, meeting space, and other tasks as needed. Training events take place in August, November, and May.
- Manages communication and logistics for on-going staff development events including monthly brown bag lunch series, monthly leadership bookclub, and Sonoma County After-School Network training sessions.
- Schedules, communicates, and supports logistics from Program Leadership Team Meetings.

**Project Management** – Manages other special projects as assigned.

**SKILLS, EXPERIENCE & TRAINING:**

- Four-year degree from an accredited college or university preferred.
- Strong communication skills both verbal and written.
- Preferred computer skills: Database Management, Microsoft Office.
- Demonstrated organizational, staff and project management abilities
- Impeccable honesty and integrity.
- Commitment to being a high performance team player.

I accept the terms and conditions of this *POSITION DESCRIPTION*.

Signature \_\_\_\_\_ Date \_\_\_\_\_