



Volunteers

Position Description

Program Aide (Female)

The female program aide volunteer will support the Smart Girls Program. This program focuses on helping girls develop and adopt a healthy attitude and lifestyle. Volunteers will support the program facilitator. The program is designed to meet the developmental needs of girls in three age groups spanning ages 8-18. This position is ideal for women looking to positively influence the lives of young women. Professional and career women who have faced hardships or adversity in their lives are strongly encouraged. Program runs in cycles of 6-8 weeks. If you love kids, love to be active, are creative and outgoing, and consider yourself a team player who is responsible and dependable, we would love to have you as a volunteer!

Qualifications:

- Passionate and enthusiastic about education and working with children and teens
- Patience for members struggling with new and/or challenging concepts, not easily frustrated if a member has difficulty focusing
- Basic computer, math, and literacy skills required
- Minimum High School Diploma or equivalent and minimum age requirement of 25
- Volunteer duties may involve lifting, repetitive motions, bending, stretching and other physical stressors
- Must be able to clear a background check, no felonies or sexual offenses permitted

Expectations:

- Be a mentor to young women, must have ability to listen, be empathetic and build relationships
- Engage in an activities, such as video games, and recreational games
- Encourage healthy attitude and lifestyles that will enable young women to reach their full potential
- Assist staff with area supervision
- Maintain cheerful disposition towards staff and Club members
- Consistency: arrive on time to placement and communicate with Club staff about schedule
- Dress is business casual, may substitute jeans. Clothing with vulgar, sexually explicit or otherwise offensive language or graphics is not permitted

Commitment: Ability to commit to schedule set by program facilitator, roughly 6-8 weeks

Locations: AJ Rickoff; Broadway; East Tech; FDR; John Adams Teen Center; King Kennedy; Lincoln West Teen Center; Luis Munoz Marin; St. Luke's Manor; St. Martin De Porres; Walton;