BOYS & GIRLS CLUB
OF THE WEST VALLEY

Clubhouse Auxiliary Staff

PERFORMANCE PROFILE SOURCE: Support Staff
DEPARTMENT: Facilities | Transportation
REPORTS TO: Clubhouse Director
FLSA STATUS: Part-Time Non Exempt
Pay Rate: $18-24/hour
LOCATION: Gary M. Thomas Clubhouse/Teen Center

PRIMARY FUNCTION:
Works directly under the supervision of the Clubhouse Director. Clubhouse Auxiliary Staff supports in maintaining a clean, healthy, safe, and positive environment for everyone at the Club. They support various technical responsibilities associated with the maintenance of facilities, grounds, and equipment including our transportation fleet. Clubhouse Auxiliary Staff are responsible for adhering to the Club's driving policy while driving Club vehicles to pick up/drop off members from school sites, provide transportation for field trips, pick up/deliver cargo etc. Clubhouse Auxiliary Staff is responsible for communicating facility/transportation updates/needs to the Clubhouse Director.

KEY ROLES (Essential Job Responsibilities)
Leadership

1. Supports with the Club's Food Distribution program including but not limited to storing food, taking temperatures, maintaining appropriate forms for reporting, distributing snacks etc.
2. Supports the transportation program including but not limited to driving for Club needs, filling gas tanks, cleaning interior and exterior of Club vehicles, reporting maintenance issues.
3. Supports in identifying and minimizing risks in all of the club's physical environments.
4. Provides support to the maintenance of Clubhouse and Teen Center facilities as well as the facilities grounds.
5. Promotes safety of members and appearance of Club at all times
6. Assists in various areas of the Club and Special Events
7. Promotes teamwork among co-workers and volunteers
8. Provides checklist of regular weekly maintenance activities and any findings to Clubhouse Director

Maintenance

- Ensures adherence to appropriate safety procedures as agreed upon by the executive team and BGCA guidelines.
- Ensures safe use, proper maintenance, AND storage of all cleaning supplies/equipment.

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- Administers the usage of cleaning materials/supplies and ensures facilities/grounds are up to cleanliness/safety standards daily.
- Ensures that all team members understand their role in assisting to create and maintain a clean, healthy, safe, and positive environment for all.
- Ensures an attractive, welcoming, and fun environment is created and maintained at the Clubhouse and Teen Center.

ADDITIONAL RESPONSIBILITIES:

- Required to drive the Club van. Must have a clean driving record. Obtain the appropriate Driver's License.
- Supervising on field trips.
- Supervising members during snack at the Clubhouse.
- May be required to work outside of scheduled hours, including evenings and weekends.
- Assist in the planning of Club special events .
- Report all maintenance issues and needs and safety to the Clubhouse Director.
- Assume other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- ➢ Experience and/or ability to work with youth ages 5-17.
- ➢ Drivers must have three or more years of driving experience.
- ➢ Driver must pass the Motor Vehicle Records (MVRs) driver's background check, and acknowledge that it will be reviewed periodically and without notice.[1]
- ➢ Driver must supply the Director of Operations with a copy of insurance paperwork.
- ➢ Ability to organize and supervise members in a safe environment.
- ➢ Ability to motivate and deal effectively with members' discipline problems.
- ➢ Strong communication skills both with staff and members.
- ➢ Ability to deal with the general public
- ➢ CPR and First Aid Certifications, and TB clearance.

RELATIONSHIPS

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive and provide information, discuss issues, explain guidelines, instruct and advise.

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

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

Able to stand or sit for extended periods. Able to bend and move around to support maintenance of the facility. Able to lift and move up to 50 lbs. Must be available for either the morning or afternoon shift on Monday-Friday. School Hours (8:00 a.m. - 6:00 p.m.).

COVID-19 CONSIDERATIONS:

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Staff will be required to follow COVID-19 infection control procedures which will include but are not limited to, wearing face masks, face shields, socially distancing, and engaging in weekly COVID Testing. Additionally, as part of LAUSD's effort to provide the safest possible environment in which to learn and work, all employees and agency partners will be required to be fully vaccinated against COVID-19 and provide proof.

Signed by: _____
Incumbent Date

Approved by: _____
Clubhouse Director Date

***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.*

For Office Use Only
Driver:
Hire Date: _____ Hire Rate: _____ 30-day evaluation: _____

Auxiliary Staff:
Hire Date: _____ Hire Rate: _____ 30-day evaluation: _____

Approved by: _____
CEO Date

Entered into BBSI: _____
HR Manager Date