



**RANDOLPH**  
COMMUNITY COLLEGE

## Federal Work-Study Position/ Off-Campus

**Salary:** \$20 per hour  
**Location:** 221 Cliff Rd., Asheboro, NC 27203  
**Job Type:** Federal Work-Study/Part-time  
**Department:** Boys and Girls Club of Greater High Point - Central Asheboro  
**Opening Date:** 08/01/2024

### General Job Description

The Boys and Girls Club Program Specialist's primary duty is to promote and stimulate program participation. The Program Specialist will provide guidance and be a role model for club members. The Program Specialist will lead a variety of club activities and programs including tutoring club members with reading. The Program Specialist will participate in special programs, activities, and/or events that will help to foster family literacy. Most importantly, the Program Specialist will be helping young people prepare for their futures.

### Duties

- ⚙ Participate in special programs, activities, and/or events that will help foster family literacy.
- ⚙ Help and engage members during Power Hour (homework), Enrichment Programs, B&G Club Programs, and any art activities.
- ⚙ Engage the members while playing outside through sports and other activities.
- ⚙ Help members learn positive behaviors and help guide members to make positive decisions.
- ⚙ Assist in setting up the fellowship hall for meals or other activities.
- ⚙ Help get each room ready for the day.
- ⚙ Help with organizing materials and take inventory of items.
- ⚙ Aid in cleaning each room at the end of the day.
- ⚙ Make sure parents sign out their club members.
- ⚙ Ensure club members follow rules and policies.
- ⚙ Assist with any other needs around the club when asked.

### Required and Preferred Qualifications

- ✓ Admitted to a degree or diploma program.
- ✓ Meet the Satisfactory Academic Progress requirements for Federal Student Aid
  - Earn and maintain a cumulative GPA of at least 2.0.
  - Earn and maintain a cumulative completion rate of 67%
  - Complete your program of study within 150% of the published length of the program.
- ✓ Complete and submit a Federal Work-Study Application to the Office of Financial Aid and Veterans Affairs
- ✓ Pass a background check that is utilized by Randolph Community College when hiring all employees.

*While the Federal Work-Study program has no specific enrollment level requirements, Randolph Community College gives priority to students enrolled in at least six credit hours each semester.*

**Agency |** Randolph Community College  
**Address |** 629 Industrial Park Ave. • Asheboro, North Carolina, 27205

**Phone |** 336-633-0256  
**Website |** [www.randolph.edu/rcc-jobs.html](http://www.randolph.edu/rcc-jobs.html)