



Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

POSITION TITLE: Before & After School Program Lead

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Club Director

FLSA: Part Time, Non-Exempt

SALARY REQUIREMENTS: Hourly \$13.50-14.85

JOB SUMMARY:

This position will help to foster a fun, safe, and positive before school, after school and school-day out experience for elementary-aged youth located in an Elementary School within Thompson School District. This individual will assist in creating, implementing, and leading activities in the areas of: homework help, technology, sports, recreation and the arts. This position will serve as a direct assistant to the Club director and will communicate regularly with parents, teachers, and community members.

KEY ROLES (Essential Job Responsibilities):

- Ensure the physical and emotional health and safety of Club members at all times.
- Provide guidance and act as a role model/mentor to assure conduct, safety and development of all youth.
- Responsible for creating and upholding behavior standards and consequences for youth throughout the Club.
- Promote and stimulate program participation; while ensuring the five key elements for positive youth development occur daily: fun, supportive relationships, safe and positive environment, opportunities and expectations, and recognition.
- Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to the supervisor.
- Maintain close professional contact with all staff members, supervisor, and volunteers.
- In the absence of the Club Director, serve as the leader for the Club site.
- Assist Club Director with parent communication.
- Create and maintain positive relationships with the school personnel.

RESPONSIBILITIES OF A YOUTH DEVELOPMENT PROFESSIONAL :

PROGRAM DEVELOPMENT

- Foster and cultivate a safe, inclusive and equitable environment for youth and staff at all times.
- Create and prepare daily programs and activities that are fun and engaging.
- Monitor and evaluate programs and activities to ensure safety of members, quality in programs and appearance of the Club at all times.
- Prepare periodic activity reports.

- Maintain accurate and daily program attendance counts.
- Assist with food service in the Club, following all Food Bank/Health Dept. safe food handling protocols.

INSPIRE FUN

- Smile and make each child feel welcome
- Give high fives to all youth that enter the space and be excited to see them
- Participate in all Club staff dress up and theme days
- Be engaged and participate in the space you are working in while effectively supervising the full space
- Bring innovative and fun programming ideas to the team

BUILD SUPPORTIVE RELATIONSHIPS

- Build positive relationships with youth by taking the time to learn about them and engage in their interests
- Remember all kids and teen's names and the important details in their lives
- Assist the Club Director in implementing individualized youth success plans
- Encourage youth to try new things and take on new challenges
- Notify parents when their child does something great

RECOGNIZE YOUTH

- Greet all members by their first name when they enter the Club
- Use positive reinforcement to encourage good behavior
- Give out awards to youth and display their work throughout the Club
- Celebrate Club member's successes and cheer them on

DELIVER OPPORTUNITIES & EXPECTATIONS

- Hold all youth accountable to the rules of the Boys & Girls Club
- Set high expectations for all youth
- Seek out new and innovative activities to implement at the Club that could expose youth to new possibilities
- Model integrity and good character at all times

ALWAYS UPHOLD SAFETY

- Adhere to all of Boys & Girls Club's standard safety policies and procedures
- Keep all program areas clean and well maintained
- Ensure youth are interacting in safe ways at all times
- Ensure that youth feel safe in their after school environment at all times
- Hold youth accountable to treating others with respect and dignity

ADDITIONAL RESPONSIBILITIES:

- Will participate in the implementation and delivery of other Club activities and events as necessary.
- May consult with parents concerning member behavior.
- May assist in new member registration and orientation.
- May be required to participate in weekly Club meetings.
- May be required to accompany staff on field trips.
- Some overtime may be required.
- Will assume other duties as assigned.

WORK SCHEDULE:

- Typically a 25-29hr work week, Monday through Friday, hours may vary with the workload. Split shifts may be required.

SKILLS/KNOWLEDGE REQUIRED:

- High School graduate or GED.
- At least 3-6 months experience working with school aged children.
- Interest in working with children.
- Ability to motivate youth and manage behavior problems.
- Demonstrated ability to deal with the general public.
- Ability to implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid State Driver's License.
- Must pass a background check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: Ability to work in a fast-paced, chaotic and loud environment. Ability to continuously stand or walk, reach with hands and arms, and stoop, kneel, crouch, or crawl. Ability to lift up to 50 pounds occasionally.

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.

Boys & Girls Clubs of Larimer County is an Equal Opportunity Employer

WE OFFER:

- An opportunity to help positively shape the next generation of leaders
- A supportive team
- Personal and professional growth opportunities
- An engaging and fun work environment

HOW TO APPLY:

Please submit your resume and Application for Employment to careers@bgclarimer.org. The application can be found at the following link <https://www.begreatlarimer.org/careers/>. Please be sure to include the title of the position you are applying for in the subject line of your email. Applications are due no later than July 22nd.