



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: Academic Support Specialist

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Club Director

FLSA: Part Time, Non-Exempt

SALARY REQUIREMENTS: Hourly \$14.00

The Boys & Girls Clubs of Larimer County has pivoted during this time to create full-day, in-person, Remote Learning Centers for local youth to have a safe place to go while schools are operating in virtual learning mode. This position will directly support virtual learning for specific grades (experience depending).

HOW TO APPLY: The application link can be found at the following link

<https://www.begreatlarimer.org/careers/>. All candidates must complete the internal application in order to be considered for the position.

JOB SUMMARY:

This is a temporary position only available while schools are in a virtual learning environment. This position will help to foster a fun, safe, and positive learning environment within a Boys & Girls Club location. This individual will assist youth with their virtual classes by; helping to manage their daily schedules, assignments, logins, supplemental activities and supporting breaks throughout the day. This position will also communicate with youth's teachers and parents when appropriate.

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.
- Maintain close professional contact with all staff members, supervisor, and volunteers.
- Assist Club Director with parent communication.
- Create and maintain positive relationships with the school personnel.

PRIMARY RESPONSIBILITIES :

Supporting Virtual Learning

- Foster and cultivate a safe, inclusive and equitable environment for youth at all times.
- Assist students with their daily class schedule and in logging into their classes.
- Assist students with their school assignments and encourage them to stay on track throughout the day.
- Give youth breaks throughout the day either recess time, meal times, 'brain breaks' etc.
- Provide alternative activities for students to do while they are waiting for their next class.
- Communicate with student's teachers, parents and the Club Director on student needs.
- Provide encouragement and incentives throughout the day to make learning enjoyable for students.

ALWAYS UPHOLD SAFETY

- Adhere to all COVID-19 safety procedures
- 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:

- ***Must be available Monday through Friday, 7:30am-3:00pm.***

SKILLS/KNOWLEDGE REQUIRED:

- High School graduate or GED.
- At least 3-6 months experience working with school aged children.
- Experience in educational settings.
- Ability to motivate youth and manage behavior problems.
- 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.
- Spanish speaking preferred.

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