



**BOYS & GIRLS CLUBS**  
OF SOUTH PUGET SOUND

**POSITION:** Part Time Youth Program Specialist  
**REPORTS TO:** Program Director, Site Director, or Designee  
**RATE OF PAY:** \$12.50-\$13.50 per hour DOE  
**HOURS:** up to 25 Hours per week (Monday – Friday)  
**LOCATIONS:** Cheney Family Branch (3102 8502 Skansie Avenue, Gig Harbor, WA 98332)  
**FLSA:** Non Exempt

**Who We Are:** Boys & Girls Clubs give Kids a place to call their own, where they can have fun, get a hot meal, be creative, be a part of a team, get help with homework...or just hang out with friends. We offer safe, fun, inclusive, and inspiring places that Kids and their families count on--every day. **Our Mission is** to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

**Who are we are looking for???**

- You have passion, high energy, and positivity and love working with kids!
- You are able to maintain healthy boundaries and professionalism in ALL situations.
- You know how to keep your cool (Kids can try to push your buttons).
- You love being part of a team but also succeed independently.
- You want a fun job where you can make a difference in your community!

**What you would do (Job Summary):**

Under the supervision and guidance of the Program Director or his/her designee, a program specialist plans, organizes, implements, and supervises programs and activities provided in a specific program area as required. These include, but are not limited to, Boys & Girls Clubs 5 Core Program Areas.

**Major Responsibilities:**

- Promote safety of members, quality in programs and appearance of the branch at all times.
- Provide positive guidance and role modeling to members.
- Promote program participation, welcome new members, and participate in their orientation process.
- Participate in weekly branch staff meetings as required.
- Plan and conduct programs and activities and assure that activities begin and end on time.
- Prepare weekly reports as directed for the Program Director about activities, special programs, attendance and other reports as required.
- Check email at the beginning of each shift.
- Maintain the appearance and cleanliness of the program area at all times.
- Assist staff in securing and storing supplies and equipment appropriately.
- Maintain close daily contact with club staff, club members, supervisor and volunteers to receive/provide information, discuss issues, and understand guidelines/instructions.

**Minimum Qualifications:**

- Must be 18 years old and have a High School Diploma or Equivalent
- Ability to learn and implement programming techniques
- Demonstrated ability to maintain boundaries and adhere to confidentiality
- Demonstrate ability to contribute positively to a team environment
  - Possess strong verbal and written communication skills: ability to follow instructions, access e-mail and other electronic programs required for daily operations, motivate and keep kids engaged, demonstrate enthusiasm and passion and establish and maintain rapport with others

- Ability to be consistent, encourage honesty, responsibility, fairness, sportsmanship, & respect for all
- Able to work a flexible schedule, which may include; Evenings, Weekends, and Holidays
- Ability to adhere to Policies and Procedures of the Boys & Girls Club
- Must pass National Criminal Background Check
- First Aid/CPR Training (able to obtain on the job)

**Preferred Qualifications:**

- Post-Secondary education strongly preferred
- Work or volunteer experience would be great
- May drive agency vans; if so must meet licensing and insurance requirements including drug screen

**What's In It For You?**

- **Wage:** \$12.50 - \$13.50 per hour (depending on your experience)
- **Hours:** 15 – 25 hours per week; Monday – Friday
- **Professional & Career Development:** we train you to do your best and to grow professionally and we promote internally whenever possible!
- **Textbook Reimbursement:** Are you a college student? We can help you with your textbooks
- **Washington Paid Leave:** You will accrue leave to use for any need, when you need it
- **Not just a paycheck:** You will be making an impact in the lives of some wonderful kids!

**If this Sounds Like the Right Job for You, then...**

- Visit Our Website: <http://www.bgcsp.org/employment>
- Send the following to [Jobs@bgcsp.org](mailto:Jobs@bgcsp.org) (All of these pieces are important!! Please don't leave any out)
  1. Current and complete resume
  2. Cover Letter (Tell us why you would be the BEST fit)
  3. Three (3) References
- HR will submit your information to the hiring manager at the Club

**Other Important Details:**

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

This position may involve lifting, bending, standing, walking, sitting, talking, hearing, reaching, and grasping. Must be able to demonstrate and/or describe activities to youth. This position works around youth and adults with a moderate exposure to noise. This position will work both indoors and outdoors.

**EQUAL EMPLOYMENT OPPORTUNITY**

The Boys & Girls Clubs of South Puget Sound is an equal opportunity employer. It is our policy to base all employment decisions without regard or consideration for any individual's race, sex/gender, religion/creed, pregnancy, age, physical or mental disability, marital status, national origin, genetics/genetic markers, ancestry, Veterans or military status, sexual orientation or any other characteristic protected by applicable federal, state or local law

**DISCLAIMER:**

This information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.