



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

**POSITION:** Part Time Program Specialist  
**REPORTS TO:** Program Director, Site Director, or Designee  
**RATE OF PAY:** \$11.50-\$12.50 per hour DOE  
**HOURS:** Up to 25 hours per week (Position begins on September 4<sup>th</sup>, 2017)  
**LOCATIONS:** North Mason Teen Center (75 East Campus Drive, Belfair, WA 98528)  
**FLSA:** Non Exempt

**\*Applications and resumes will remain active and on file for 3 months for consideration\***

**JOB SUMMARY:**

Under the supervision and guidance of the Program Director or his/her designee, a program specialist **plans, organizes, implements, and supervises** all 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 e-mail 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:**

- 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
  - Ability to access e-mail and other electronic programs required for daily operations
  - Ability to motivate others and keep them engaged
  - Ability to demonstrate enthusiasm and passion
  - Ability to establish and maintain rapport with others
- Ability to be consistent and encourage honesty, responsibility, fairness, sportsmanship, and respect for all involved
- 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:**

- Some Post-Secondary education (Strongly preferred)
  - May substitute education for experience
- Experience working with Teens.
- May be required to drive agency vans if so;
  - Must meet licensing and insurance requirements
  - Must pass a drug screen

**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.

**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.*

**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

**Cover letter of interest, resume and 3 current references submitted to:**

Director of Human Resources  
Boys & Girls Club of South Puget Sound  
3875 So. 66<sup>th</sup> Street, Suite 101  
Tacoma, WA 98409

Or email to: [jobs@bgcsps.org](mailto:jobs@bgcsps.org)