



BOYS & GIRLS CLUBS
OF SOUTH PUGET SOUND

POSITION: Part Time Program Specialist
REPORTS TO: Program Director or Designee
SALARY: \$12.50-\$13.00 per hour DOE
HOURS: 20-25 hours per week; usual shift between Noon to 7 PM but varies with school calendar
LOCATION: Port Orchard – Madrona Heights
TO APPLY: Send your cover letter, resume, and three references to jobs@bgcsps.org

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 love working with kids (Some work or volunteer experience would be great)!
- You have passion, high energy, and positivity!
- You can 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 so (Job Summary)...

As a Program Specialist you would be working daily with the youth in our community. You would be impacting their lives by providing high quality programs and activities, supportive relationships, and a physically and emotionally safe environment. ***This position is intended to plan, develop, implement and run programs in various areas as identified.***

Major Responsibilities (the Details)...

- 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 and welcome new members.
- Participate in weekly branch staff meetings as required.
- Plan and conduct programs and activities and ensuring such activities begin & 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 and age 18
- **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:

- Some Post-Secondary education (strongly preferred)
- Experience working with youth and adolescents
- May be required to drive agency vans; must meet licensing and insurance requirements including drug screen

What's In It for You???

- **Rate of Pay:** \$12.50 - \$13.00 per hour (depending on your experience)
- **Hours:** 20 – 25 hours per week; Monday – Friday (You get your weekends free!)
- **Professional and Career Development:** We encourage our employees to grow professionally, we provide training opportunities and promote internally whenever possible!
- **Textbook Reimbursement:** Are you a college student? This is a great benefit.
- **Paid Leave:** You will accrue paid leave based on hours worked to use 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 us the following to Jobs@bgcsp.org (All of these pieces are SUPER 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. 3 References
- HR will submit your information to the hiring manager at the Club

Some Extra (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.