



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

**POSITION:** Part Time **Teen/Youth** Program Specialist  
**REPORTS TO:** Program Director or Designee  
**SALARY:** \$12.50-\$13.50 per hour DOE  
**HOURS:** 20-25 hours per week  
**LOCATION:** Henry T. Schatz (3875 S. 66<sup>th</sup> Street, Tacoma, WA, 98409)  
**TO APPLY:** Send your cover letter, resume, and three references to [jobs@bgcsps.org](mailto: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 teens and youth (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 (teens 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:** \$12.00 - \$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](mailto: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.*