



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

# MAIN BRANCH LEARNING AND MENTORING LEAD

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## SUPERVISOR

Pasco Branch Director

## STATUS

Part-time, hourly  
Approximately 25-30  
hours a week

## STARTING SALARY RANGE

\$15.00-\$17.00  
DOQ/DOE/Hour

## ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

## POSITION SUMMARY

Under the supervision of the Branch Director, the Learning & Mentoring Lead is responsible for planning and implementing programs centered around Academic Success. Lead will need to appropriately track attendance and outcomes for program and grant reporting. The Learning & Mentoring Lead will also interface with school district staff in order to track grades, test scores, and link afterschool learning time to the areas youth need assistance in at school. The lead will track student progress closely and mentor youth in small group learning sessions.

They will also be responsible for creating a welcoming environment that promotes learning and fun. Learning Center Lead will visibly enjoy working with children and create an environment that is safe and fun while helping members build confidence and skills. The Learning & Mentoring Lead will work to foster positive relationships with children, families, staff, and community members.

## QUALIFICATIONS

- 21 years of age or older.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Ability to plan and manage multiple tasks and to develop solutions to problems with limited supervision.
- Strong communication skills, both verbal and written.

- Working knowledge of Microsoft Word, Publisher, Excel and PowerPoint.
- Minimum of two years previous experience working with youth in an educational setting.
- Bi-lingual preferred.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Covid 19 Vaccination or Medical or Religious exemption.
- Working knowledge of Microsoft Word, Publisher, Excel and PowerPoint.
- Must be able to lift and move objects as heavy as 40 lbs.

### **JOB FUNCTIONS**

- Coordinate with Branch Director to ensure grant directives are met in collaboration with school district personnel.
- Maintain records from academic mentoring for grant related outcomes.
- Work with Program Director to complete & implement lesson plans focused on academic success.
- Create a program setting that ensures the health and safety of members.
- Plans programs and activities consistent with the organization is Youth Development Strategy.
- Promote and market programs to Club members.
- Contributes to the creation of the Club's overall climate for youth development and success.
- Instill good stewardship and work to maintain upkeep of equipment.
- Manage program supplies.
- Help to maintain organization and cleanliness of building.
- Ensure participation of members in National Boys & Girls Club Programs
- Organizes activities and events to show case or highlight members.
- Other duties as assigned.
- Assist in other areas as needed.

### **APPLICATION PROCESS**

Please submit a cover letter and resume to [heather.robertson@greatclubs.org](mailto:heather.robertson@greatclubs.org).  
Position will close as filled.

*Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.*

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