JOB ANNOUNCEMENT

BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

Position:	Lead Staff
Location:	West Pasco Elementary Schools
Status:	Part-time/non-exempt
Wage:	$14.52-16.04/Hour DOQ/DOE
Typical Hours:	Pasco programs open at 6:30am and close at 6:00pm.

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**.

Administrative Unit
2110 W. Henry St.
Pasco, WA 99301
Tel 509-543-9980
Fax 509-543-9981

Leadership Team
Brian Ace
Executive Director

Chandra Burns
Director of Operations

Adrianne Deen
Director of Resource Development

Julie Adelmund, CPA
Director of Finance

General Description:

Under the supervision of the Site Coordinator, the Lead Staff will plan and implement a variety of materials and resources to promote physical, mental and social development for school-age youth. The Lead Staff member visibly enjoys working with children, strives to create an environment that is safe and fun while helping members build confidence and skills. The Lead Staff member fosters positive relationships with children, families, staff and school personnel. The Lead should be passionate about implementing great programming in a busy environment.

Qualifications:

- 30 College Credits or certification in Early Childhood Education, Elementary Education or related field
- Minimum of 2 years' experience working with elementary aged youth.
- Experience in program planning.
- Strong classroom and behavior management skills.
- 18 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.
- Strong verbal and written communication skills.
- 30-Hour STARS Certificate
- Tuberculosis Test
- CPR/First Aid Card (Preferred)
- Blood Borne Pathogens Training (Preferred)
- Food Handlers Card (Preferred)

Job Functions:

- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program. Activities should also be consistent with the organization's mission and priority outcome areas.
- Adapt teaching methods and instructional materials to meet children's varying needs and interests.
- Promote and market programs to Club members.
- Contribute to the creation of the Club's overall climate for youth development and success.
- Establish and enforce rules for behavior and procedures for maintaining order.
- Work to maintain upkeep of equipment.
- Manage program supplies.
- Help to maintain organization and cleanliness of classroom.
- Enforce administrative policies and procedures and Washington Administrative Codes (WAC's).
- Attend required meetings and trainings in order to maintain and improve professional competence.

• Help, under the guidance of the Site Coordinator, lead assistant staff.
• Other duties as assigned.

Application Process:

- Send resume and cover letter to: Rachel@greatclubs.org
- Position closes as filled

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