



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

# MIDDLE SCHOOL PROGRAM

## LEAD STAFF

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### **SUPERVISORS**

Kennewick Branch  
Director & Teen  
Coordinator

### **STATUS**

Part-time, hourly  
Average of 30 hrs/wk

### **STARTING SALARY RANGE**

\$15.37-\$17.82  
DOQ/DOE/Hour

\$.50/hr additional pay  
for bi-lingual staff  
(assessment required)

### **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 and Teen Coordinator, the Middle School Program Lead is responsible for planning and implementing a variety of programs in the areas of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. The Lead must visibly enjoy working with middle school-age youth and create an environment that is safe and fun while helping them build confidence and skills. The Lead fosters positive relationships with children, families, staff, educational community, and community members.

### **QUALIFICATIONS**

- 21 years of age or older.
- Previous experience working with teens preferred.
- Effective interpersonal skills (including oral and written communication) particularly with middle school-aged youth. Also must possess the ability to work effectively with parents, community leaders, educators, administrators, other staff and volunteers.
- Experience in providing leadership and overall problem solving.
- 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.

- Working knowledge of Microsoft Word, Publisher, Excel and PowerPoint.
- Good driving record required.
- Covid 19 vaccination or medical or religious exemption.
- Must be able to lift and move objects as heavy as 40 lbs.

### **JOB FUNCTIONS**

- Works with Branch Director and Teen Coordinator to complete lesson plans and implement programming in our three priority outcome areas.
- Create a program setting that ensures the health and safety of members.
- Plans programs and activities consistent with the organization's Youth Development Strategy.
- Promote and market programs to middle school Club members.
- Contributes to the creation of the Club's overall climate for youth development and success.
- Instill the value of stewardship and work to maintain upkeep of equipment.
- Ensure participation of members in National Boys & Girls Club Programs and local initiatives.
- Ensures execution of program enhancements including tween nights, field trips, guest speakers etc.
- Manage program supplies.
- Help to maintain organization and cleanliness of building.
- 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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**GREAT FUTURES START HERE.**