



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

# LEARNING CENTER LEAD

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## SUPERVISOR

Kennewick Branch  
Director

## STATUS

Part-time, hourly

## STARTING SALARY RANGE

\$16.21-\$18.79  
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, the Learning Center Lead is responsible for planning and implementing programs centered around Academic Success. Learning Center Lead will need to appropriately track attendance and outcomes for program and grant reporting. 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 Center Lead will work to foster positive relationships with children, families, staff, and community members

## QUALIFICATIONS

- 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 with limited supervision.
- Strong communication skills, both verbal and written.
- Working knowledge of Microsoft Word, Publisher, Excel and PowerPoint.
- Previous experience working with youth preferred.
- Bi-lingual preferred.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Working knowledge of Microsoft Word, Publisher, Excel and PowerPoint.
- Be able to lift 40lbs

## JOB FUNCTIONS

- 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's 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.
- Engage mentors and volunteers in academic focused programming.
- 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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**GREAT FUTURES START HERE.**