



# PASCO TEEN PROGRAM

## ASSISTANT

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### SUPERVISOR

Pasco Branch Director

### STATUS

Ability to work up to 40 hrs/wk,

Optional medical benefits, dental and vision

Paid Holidays

PTO and Sick

Staff Child Discount

### STARTING SALARY RANGE

\$17.79-21.64  
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 Teen Assistant Youth Development Professional is responsible for creating a safe, fun, nurturing environment for teens in 7<sup>th</sup>-12<sup>th</sup> grade. The Teen Assistant will support the Teen Coordinator by helping to engage teens, lead activities, run extended hour and late night events, and drive on field trips.

Youth Development Professionals should enjoy working with youth, and create an environment that is safe and fun while helping members build confidence and skills. Youth Development Professionals foster positive relationships with children, families, staff, and community members.

### QUALIFICATIONS

- Minimum of one year experience working with teens.
- 21 years of age or older.
- Clean driving record.
- Strong communication skills.
- 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.

- Bilingual is preferred.
- Be able to lift 40lbs.

### **JOB FUNCTIONS**

- Works with Teen Coordinator to implement programming in our three-priority outcome areas.
- Create a program setting that ensures the health and safety of members.
- Assist Teen Coordinator in planning programs and activities consistent with the organization's Youth Development Strategy.
- Promote and market programs to Teen 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.
- Help to maintain organization and cleanliness of building.
- Assist Teen Coordinator in planning, implementing, and execution of program enhancements including: teen nights, field trips, etc.
- Engage mentors and volunteers in teen programming.
- Organize activities and events to show case, recognize, and 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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**GREAT FUTURES START HERE.**