LEAD STAFF – DESERT SKY

BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

SUPERVISOR

Site Coordinator/and Area Director

STATUS

Full time – average 32 hours a work with the Ability to work up to 40 hrs/wk,

BENEFITS

Optional medical benefits, dental and vision

Paid Holidays

Vacation time and Sick

Staff Child Discount

STARTING SALARY RANGE

$17.66-20.48/Hour
DOQ/DOE

$.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 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

- Minimum of one-year experience working with youth.
- 12 college credits
- 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 (preferred)

• Tuberculosis Test (preferred)

•MMR Vaccine or a medical or religious exemption

• CPR/First Aid Card (Preferred)

• Blood Borne Pathogens Training (Preferred)

• Food Handlers Card (Preferred)

- Comfortable with basic computer skills and capable of learning a software tracking system quickly.
- Be able to lift 40lbs.

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

Please submit a cover letter and resume to 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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