



**BOYS & GIRLS CLUB**  
OF THE TRI-COUNTY AREA

## POSITION DESCRIPTION

**Title:** CLC Enrichment Club Leader  
**Reports to:** CLC Site Director  
**Location:** 344 Broadway St. Berlin, WI  
**Shift:** Monday - Friday 3:30-5:30 pm  
Plus planning time (approx 1 hour/wk)  
**Pay:** \$14/hour

### Job Summary:

The Boys & Girls Club of the Tri-County Area is seeking Enrichment Club Leaders to plan and implement after school programs for youth ages 6-12. This position will work closely with the Program Coordinator, the Center Director and day school teachers to plan, implement and evaluate comprehensive and well-rounded programs, as part of our Community Learning Center (CLC). Enrichment Club Leaders will be required to create lesson plans, purchase materials, and assist with the cleaning of program areas. This position will require someone who can develop, lead and implement programs that are impactful and fun. Areas of focus are academic success, healthy lifestyles, and character & leadership.

### Qualifications:

- High School Diploma
- Experience working with youth & knowledge of child development
- Proven ability to motivate youth & manage behavior problems
- Exceptional communication skills, both verbal and written
- Exceptional organizational skills
- Ability & commitment to be a role model and promote a lifestyle of health, wellness and fitness to members and their families
- Proven ability to plan and implement quality programs for youth
- Valid driver's license and good driving history
- Pass drug test and background check prior to employment
- Knowledge of PBIS (preferred)
- Certified in CPR/First Aid (preferred)

### Job Responsibilities:

- Create an environment that facilitates the achievement of Youth Development Outcomes and attracts members with appropriate displays, information and recognition
- Foster fun & creativity in a high energy, fast-paced environment
- Promote and stimulate program participation, including the areas of health, wellness and fitness
- Recruit new members and advocate for children to participate in Club programs
- Provide guidance and role modeling to members

- Effectively implement and administer programs, services and activities as assigned, for drop-in members and visitors
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance, and cleanliness of the unit at all times
- Prepare periodic activity & outcome measurement reports
- Work closely with school and Club leadership
- Adjust programs and staffing as needed
- May be required to drive Club van
- Assist with cleaning of program areas as needed
- Ensure that safety is the highest priority of all Club programs and activities
- May participate in special programs and/or events outside of typical work hours
- Mandated child abuse reporter

**Physical and Mental Requirements:**

- Must be able to interact physically with children during program activities
- Ability to sit or for stand long periods of time
- Ability to lift a minimum of 50 pounds
- Must be able to think clearly and concisely
- Must be able to function in a loud environment with high energy interacting with multiple-aged members
- Must be able to work in a variety of environments, including outdoor activities and possible field trip assignments

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Supervisor Date

Reviewed by: \_\_\_\_\_  
CEO Date