



BOYS & GIRLS CLUB
OF THE TRI-COUNTY AREA

POSITION DESCRIPTION

Title: Youth Development Staff

Reports to: Program Coordinator

Location: 344 Broadway St. Berlin, WI

Wage: \$9.00

Shift: School Days: M-F 3pm to 6/7/8pm (ending time varies)
Summer & Non-School Days Open 6:45am – 5:30pm
15 to 30 hours/week

Job Summary:

The Boys & Girls Club of the Tri-County Area is seeking qualified staff to plan and implement programs. There are several openings for Youth Development Staff and we are seeking to fill them with a variety of talented individuals who can provide diverse programming opportunities to youth in the community. These positions will be offered at 15-30 hours per week. Staff members are required to Plan, implement, supervise, and evaluate programs and activities provided in a specific program area; such as education, technology, arts and crafts, physical education/sports, and health and wellness.

Qualifications:

- High School Diploma or GED; High school seniors (18 yrs.+) are eligible to apply.
- Experience working with children
- Knowledge of youth development
- Proven ability to motivate youth and manage behavior problems.
- Good communication skills, both verbal and written.
- Ability and commitment to role model and promote a life style of health, wellness and fitness to members and their families.
- Proven ability to plan and implement quality programs for youth.
- Be certified in CPR/First Aid. (will train)
- Valid driver's license and good driving history.
- Pass drug test and background check prior to employment.

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 area of health, wellness and fitness.
- Register new members and participate in their Club orientation process.
- Provide guidance and role modeling to members.

