



## POSITION DESCRIPTION

<b>Title:</b>	CLC Enrichment Club Leader
<b>Reports to:</b>	Center Director
<b>Location:</b>	Berlin Center, 344 Broadway St. Berlin, WI
<b>Shift:</b>	Monday- Friday 3:30-5:30 pm Plus planning time (approx 1 hour/wk)
<b>Pay:</b>	\$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 Center Director and day school teachers to plan, implement and evaluate comprehensive and well-rounded programs, as part of our Community Learning Center (CLC), called Sparks Club. Enrichment Club Leaders will be required to create lesson plans, complete supply requests, 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

