



POSITION DESCRIPTION

Title:	Enrichment Club Leader
Reports to:	Site Coordinator
Location:	Berlin Site, 344 Broadway St. Berlin, WI
Shift:	School Days- M-F 3:15 pm - 6:15 pm Non-School Days- 7:00 am - 5:00 pm Plus planning time (approx 1 hour/wk)
Pay:	\$14-\$16/hour

Job Summary:

The Boys & Girls Club of the Tri-County Area seeks high-energy, fun, youth-serving individuals to serve as Enrichment Club Leaders to plan and implement out-of-school time programs for youth ages 5-12. This position requires someone who can develop, lead, and implement high-yield activities that are engaging, impactful and fun. This position will work closely with the Site Coordinator to plan, facilitate and evaluate comprehensive and well-rounded programs. 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
- Pass drug test and background check before employment
- Certified in CPR/First Aid (preferred)

Job Responsibilities:

- Plan and implement high-yield activities/ programs in a group setting
- Create an environment that facilitates the achievement of Youth Development Outcomes and attracts youth with appropriate displays, information, and recognition
- Foster fun & creativity in a high-energy, fast-paced environment
- Promote programs and recruit youth to participate in program activities
- Provide guidance and role modeling to youth

- Monitor and evaluate programs, services, and activities to ensure the safety and quality of program offerings
- Prepare outcome measurement reports in compliance with grants
- Oversee a select group of youth with a 1:18 ratio
- Assist with cleaning of program areas as needed to ensure the cleanliness of facilities at all times
- Ensure that safety is the highest priority of all Club programs and activities
- May participate in special programs or events outside of typical work hours
- Serve as mandated child abuse reporter

Physical and Mental Requirements:

- Must be able to interact physically with children during program activities
- Ability to sit or stand for long periods
- 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 settings, including outdoor activities and possible field trip assignments