



Position: Youth Development Staff

Position Classification: Non-exempt; hourly \$16-\$17

Reports To: Site Supervisor

Primary Functions:

Do you enjoy kids and care about impacting the future by making a difference today? Looking for a job full of smiles, laughs and high fives in an environment where no day is completely the same? Do you believe in a mission that empowers and enables youth to graduate high school on time with a plan for college or a career? Do you believe in a culture of philanthropy and giving back to the community? If that's the case, the Boys & Girls Club of Vista (BGCV) has an opening for you! Join our fun, talented and dedicated team of youth professionals.

Work shifts are available 5 days a week or Monday, Wednesday, Friday or Tuesdays and Thursdays from 7am-8:30am and/or afterschool from 1-5pm. The program concludes in June and will open again in August for the 2023-24 school year. Program plans are pre-planned from and focus on reading, art, STEM and healthy lifestyle activities.

Key Roles (Essential Job Responsibilities):

- Provide direct supervision of a group of youth ages 5-13 and always promote safety of members in programs.
- Serve as program mentors, providing group supervision, guidance, and role modeling to youth members.
- Effectively implement and administer consistent intentional programs.
- Ensures activities are of high quality and keep youth engaged.
- Establish positive relationships with Club members.
- Display a high level of professionalism, enthusiasm, energy and commitment.
- Follow BGCV policies and school procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergency procedures
- Complete accurate program plans and reports in a timely fashion.
- Supervise the care and maintenance of department equipment.
- Ensure the daily cleanliness and safety of the site. Ensure that safety hazards are corrected.
- Participate and attends staff meetings, ongoing professional development, and other specified training and events as needed.
- Represent the Boys & Girls Club in a respectable and professional manner.

Benefits:

- 10 plus paid holidays

- Ongoing Youth Development trainings
- Weekends off

Skills/Knowledge Required:

- Must be at least 18 and complete background, fingerprinting, criminal background check, etc.
- Two years' experience working with kids in a youth development program strongly preferred.
- Bilingual Spanish preferred.
- Advanced Math and English skills (K-8th grade) preferred.
- Ability to implement quality programs that engage youth.
- Must possess strong organization and planning skills, emotional intelligence and adaptive learning capabilities.
- Ability to motivate youth, provide positive re-direction, and manage emotional/behavioral issues.
- Follow BGCV policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergency procedures.
- Strong communication skills, both verbal and written as well as possessing solid conflict resolution skills.
- Physical ability to lead and participate in active sports and games with Club members.
- Must have reliable transportation and meet dress code requirements.
- Must speak clearly and hear normal conversations as well as out of the ordinary noises
- Must be able to sit or stand for four plus hours per day.
- Must be able to stoop, bend, climb and walk frequently and lift up to 50 pounds.

DISCRIMINATION STATEMENT

BGCV prohibits discrimination against current staff or applicants on the basis of sex (including pregnancy, childbirth or related medical conditions), race, religion, color, national origin, physical or mental disability, protected medical condition, marital status, age, sexual orientation, gender identity, ancestry, military or veteran status, genetic information or any other characteristic protected by federal, state, or local law. BGCV is an equal opportunity employer.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I agree that I was hired under the above terms. I understand that my employment is entered into voluntarily and I am free to resign at any time. Similarly, the Club is free to terminate my employment at any time for any reason. I acknowledge that neither I nor the Club has entered into any contract of employment, expressed or implied.

Please send resume to admin@bgcvista.org