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## *Specialist Job Description*

- Purpose:** This Specialist position is responsible for creating a safe, positive and recreational space for youth ages 5-18. This individual will be facilitating both pre planned and scheduled activities and programs.
- Responsible To:** Boys & Girls Club Program Director
- Payment Rate:** \$15-\$18/hour (Based on Experience/Education)
- Flexible part-time schedule/some evening and weekend hours
  - Example Hours:
    - School Day hours 2p-6p, some mornings and evenings for meetings, trainings and programming. Non-School Day/Weekday Hours approx. 8p-5p w/ hour lunch
    - Hours are flexible and negotiable
  - Employee Assistance Program (EAP);
    - Counseling, Financial Planning, School Aged Childcare, Health & Fitness support
  - Professional Development
    - Child Youth Care Credentialing, BGCA National Training of the Trainers, BGCA Club Directors Academy, Mental Health First Aid, CPR/First Aid, Darkness to Light, ACES, Trauma Informed Care, Developmental Assets & Relationships, etc...
- Qualifications:**
- Communication Skills: Ability to speak relative to a child's development level and to speak calmly and relationally with children ages 5-18, as well as parents of the children and staff.
- Education and Experience: Some education or experience/training in related field with youth; must pass a criminal background check. CPR/First Aid/Universal precautions certified. Must have or be willing to obtain.
- Technical Skills: The ability to facilitate games with large groups of children between the ages of 5-18.

**Essential Duties:**

1. Create and maintain a positive learning environment, encouraging the inclusion of all members.
2. Maintain program room space, manipulatives and equipment. i.e. art room, computer lab, gymnasium, game room, cranium bowl, etc...
3. Maintain monthly/weekly lesson plans, specific to program area assigned.
4. Implement a variety of diverse activities.
5. Maintain safety and accountability in program space.

**Competencies:**

**Attendance/Punctuality:** Demonstrates reliability by regularly arriving to work on time and by taking breaks in expected time frames.

**Customer Service:** Strives to maintain positive internal and external customer service relationships; Represents FFY professionally.

**Diversity:** Treats others with respect and consideration regardless of their cultural background, status, lifestyle, or position; Exhibits objectivity and openness to others views.

**Initiative:** Prioritizes and plans assigned activities; Uses time efficiently; Asks for and offers help when needed; Informs supervisor of problems or concerns.

**Organizational Support /Ethics:** Demonstrates support for Foundation for Youth's Mission and Vision; Follows Boy's and Girl's Club policies and procedures.

**Safety and Security:** Demonstrates support for Foundation for Youth's safety manual procedures; Uses equipment and materials properly.

**Teamwork:** Demonstrates team behavior and willingness to promote a team-oriented environment; Exhibits cooperative attitude while working on all job tasks and willingly assists others; Performs other duties as assigned.

Please send your resume to:

Boys & Girls Club please contact: [bgc@foundationforyouth.com](mailto:bgc@foundationforyouth.com)