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## **Site Supervisor - Greenbrier**

### **Position Details:**

- **Job Type:** Part-time
- **Pay:** \$18.00
- **Hours:** 17.5 hours per week
- **Schedule:** Monday–Friday, 3:00 p.m. to 6:00 p.m. (School year)
- **Location:** Greenbrier – Westside Elementary

### **Responsibilities**

1. Assist in the planning, organizing, and encouragement of participation in the overall program & services within the Boys & Girls Club of Faulkner County.
2. Oversee & manage the Club during program hours.
3. Demonstrate leadership to assure conduct, safety, and development of members and staff providing guidance and acting as a role model to members and staff and ensuring Club policies and procedures are always enforced.
4. Support club staff in facilitation and implementation of programming related to academic excellence, healthy lifestyles, and good character/citizenship.
5. Keep Club area clean to maintain a positive partnership with the Greenbrier School District. Must be able to twist, bend, squat and lift a reasonable weight.
6. Cultivate and maintain a welcoming, inclusive, nurturing, educational, and safe club experience for participating youth.

### **Qualifications:**

- A.A. degree or some credits earned from an accredited college or university or equivalent youth development experience.
- Ability to use technology to track attendance, and access child's online profile.
- Current Red Cross First Aid/CPR certification (or within 90 days of employment).
- Ability to pass a background check and drug test.
- Must be able to be actively engaged with youth for several hours a day – including being mobile within the classrooms, play area, transitioning youth from one room or location to another by transport, and in other Club house settings
- Valid driver's license & reliable transportation.
- Availability as stated above.