



Position: Youth Development Assistant

Location: Portland

Position Type: Part Time, hourly

Reports To: Unit Director

Supervises: N/A

Hourly Rate: Starting at \$17.00 per hour

Are you passionate about creating fun, meaningful, and enriching experiences for youth? Do you thrive in a fast-paced, dynamic environment where you can lead engaging programs and help shape the future of young people? The Boys & Girls Clubs of Southern Maine is seeking a Youth Development Assistant to support after-school programming for Club members, primarily elementary-aged youth. This part-time position works directly with children to create a welcoming, structured, and fun environment while supporting activities that promote learning, social development, and positive behavior.

Key Responsibilities:

- Assist in the delivery of various youth programs in all clubhouse areas, adhering to established curriculum and activity guidelines. (IE Stem, Art, Gym and Games Rm).
- Build positive relationships with youth, encourage participation, and foster a sense of belonging within the club community.
- Monitor member behavior and interactions, implementing appropriate management strategies to promote positive conduct and conflict resolution.
- Collaborate with team members to evaluate program effectiveness and contribute ideas for improvement.
- Support staff in supervising youth and managing transitions between activities
- Communicate effectively with staff and follow BGCSM policies and procedures

Qualifications:

- High school diploma or equivalent; college coursework in education, social work, or a related field is preferred.
- Experience working with youth in a recreational, educational, or community setting preferred.
- Ability to work in fast paced and dynamic work environment
- Strong communication and interpersonal skills.
- Ability to work collaboratively in a team environment.
- Valid Driver's license with excellent record.
- CPR and First Aid certification (or willingness to obtain).

Compensation & Benefits:

- Starting rate of \$17.00 per hour; commensurate with experience.

- Maine Earned Paid Leave of up to 40 hours annually.
- Opportunity to make a meaningful impact in the lives of youth.
- Professional development opportunities.

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to hr@bgcmaine.org. Please include the job title in the subject line.

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The organization has been providing youth development programs for more than 100 years. Clubhouses are safe places to learn, have fun and develop skills and interests that last a lifetime.

The Boys & Girls Club of Southern Maine is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by applicable law. We encourage all qualified individuals to apply and join our mission to empower youth in our community.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or to equalize peak work periods to balance workloads.