

Youth Development Professional (Middle/High School Focus)

Boys & Girls Club of Greater Westfield
Westfield, Massachusetts



Job Details

Job ID: Teen Assistant

Posted: July 18th

Application Deadline: Posted until Filled

Starting Date: August

Job Description

The Boys & Girls Club of Greater Westfield is seeking qualified applicants for the following opening: Teen Assistant

JOB SUMMARY:

1. Assist with all teen programming per direction of the Teen Director
2. Ensure the delivery of enrichment and recreational programs for 7th-12th grade members, including events and field trips.
3. Assist with teen recruitment and retention strategies/events
4. Collaborate with other program staff and assist with recruitment of teens into specialized leadership, arts, athletic, and educational programming
5. Maintain program facilities and supplies
6. Position transitions (only seasonally) during the summer to a KidzKlub Group Leader
7. Greet every member as they enter the space
8. Assist and implement with special teen initiatives, and BGCA curriculum.
9. Understand and implement the rules of the Club with youth
10. Learn members names, ask questions, and engage with them daily.
11. Clean and organize as needed
12. Complete tasks as needed to keep the room running smoothly.
13. Maintain a strong presence in the space when Teen Director is out of the room (enforce rules, maintain member accountability, facilitate an activity, etc.)

REPORTS TO: Teen Director/Program Director

Hourly Rate and terms of employment will be commensurate with the Boys & Girls Club of Greater Westfield. Hourly Rate will be based on information contained in the application as submitted.

Position Type: Part-time

Positions Available:

Equal Opportunity Employer

The Boys & Girls Club of Greater Westfield is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Job Requirements

- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Possess current certificates in and be able to perform CPR/ First Aid (or be willing to be certified upon hire).
- Must be able to sit, stand, walk or run for extended periods of time.
- Must be able to squat or bend to communicate at youths' level.
- Must be able to lift up to 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facility, on the property and/or on field trips.
- Ability to maintain high energy level when necessary
- Complete all required EEC trainings within 3 weeks of hire
- Citizenship, residency or work VISA in United States required
- Able to pass a Background Record Check
- Able to pass a Background Record Check and Fingerprints
- Agree to enrolled in First Advantage monthly monitoring
- Knowledge of principles related to development of youth between 5 and 18 years of age
- Strong organizational, communication, leadership, technology, and interpersonal skills
- Demonstrated ability to effectively work with others and provide leadership to youth and adults
- Knowledge of youth development
- Ability to motivate youth and manage behavior issues

Contact Information

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