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BOYS & GIRLS CLUB
OF SPARTA

Social-Emotional Wellness Specialist Job Description

Position Title: Social-Emotional Wellness Specialist

Salary: Based on experience and education

Reports to: Director of Club Services

Status: Permanent part-time with a flexible work schedule of 25–28 hours per week, with some shifts starting by 12:30 PM and most shifts ending between 5:30 and 6:00 PM.

Position Summary

Effectively develop, plan, implement, and evaluate developmentally appropriate social-emotional wellness curriculum, programs, activities, and special initiatives that promote the positive mental, emotional, social, and behavioral well-being of youth in grades 2 through 9.

The Social-Emotional Wellness Specialist will serve as the Club's primary resource for social-emotional wellness programming, developing a cohesive and progressive curriculum that helps youth build skills in self-awareness, emotional regulation, communication, healthy relationships, problem-solving, resilience, stress management, responsible decision-making, and positive coping strategies.

The Specialist will ensure that social-emotional wellness is integrated throughout the Club experience, rather than limited to scheduled lessons. The Specialist will work collaboratively with Club staff to identify opportunities to reinforce social-emotional skills through everyday interactions, programs, activities, and relationships with youth.

The Specialist will create a safe, supportive, and inclusive environment where youth feel capable, connected, and valued, while providing guidance, encouragement, and positive role modeling.

Primary Duties

- Develop and maintain a comprehensive, developmentally appropriate social-emotional wellness curriculum for youth in grades 2 through 9, including a progression of learning objectives, lesson plans, activities, projects, discussion guides, and other resources that build skills across developmental stages.
- Plan and implement engaging, hands-on, interactive, and youth -centered social-emotional wellness activities for individual, small-group, and large-group settings.
- Provide guidance, encouragement, and positive role modeling to youth while demonstrating healthy communication, relationships, problem-solving, emotional regulation, and responsible decision-making.
- Establish and model practices that promote psychological safety, inclusion, belonging, and positive relationships among Club members.

- Adapt curriculum, activities, and teaching strategies to respond to the developmental needs, interests, abilities, and experiences of Club members.
- Serve as a resource to Club staff in integrating social-emotional wellness into the broader Club experience, helping staff identify natural opportunities to reinforce social-emotional skills through daily interactions, recreation, education, arts, leadership, and other Club programming.
- Provide guidance, resources, and coaching to Program Leaders and other staff who assist with implementing social-emotional wellness activities.
- Collaborate with Club staff to promote consistent approaches to positive youth development, communication, relationship-building, emotional regulation, and behavior management.
- Supervise and manage groups of youth effectively, generally 15 or fewer youth per staff member.
- Monitor participation, engagement, and progress toward program learning objectives.
- Develop and utilize age-appropriate methods to evaluate youth learning, engagement, and program effectiveness.
- Recommend and implement modifications to curriculum and programming based on evaluation results, youth feedback, observed needs, and staff input.
- Maintain organized curriculum materials, supplies, and program resources.
- Submit weekly plans outlining daily activities and learning objectives.
- Maintain cleanliness and upkeep of program area(s), including materials and equipment.
- Read and respond to emails promptly, as needed; carry out supervisor directives.

Additional Responsibilities

- May participate in special programs, family activities, community events, and Club-wide initiatives.
- May assist with collecting program outcomes, success stories, and other information used for grants, reports, newsletters, and other Club Communications.
- May assist in identifying community resources, partnerships, and professional development opportunities related to youth wellness and positive youth development.
- Attend required staff meetings and professional development opportunities.
- Maintain current knowledge of social-emotional wellness and positive youth development practices appropriate for school-age children and teens.
- Other activities as deemed necessary.

Relationships

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions, and instruct and advise/counsel.

External: Maintain contact with external community groups, schools, and members' parents as needed.

Skills/Knowledge Preferred

- Knowledge of child and adolescent development, positive youth development, social-emotional learning, youth wellness, and behavioral health promotion concepts appropriate for youth in grades 2 through 9.
- Experience developing and/or implementing curriculum, lesson plans, or youth programming, with demonstrated ability to create engaging, developmentally appropriate learning experiences that translate social-emotional wellness concepts into practical skills youth can understand and apply in their everyday lives.
- Proven experience working with youth in small-group teaching settings, including the ability to effectively manage behaviors and engage youth with diverse backgrounds, personalities, abilities, and needs.
- Strong understanding of communication, relationship-building, problem-solving, emotional regulation, resilience, stress management, healthy coping strategies, and responsible decision-making.
- Ability to recognize and respond appropriately to the social and emotional needs of youth while maintaining appropriate professional boundaries.
- Ability to support and guide other staff in incorporating social-emotional wellness strategies into their interactions and programming with youth.
- Strong interpersonal, verbal, and written communication skills, with the ability to clearly explain instructions, concepts, and expectations.
- Ability to work independently and as part of a team, organize and prioritize multiple responsibilities, manage time effectively, troubleshoot with limited supervision, and complete assignments within established deadlines.
- Ability to evaluate program effectiveness and use youth feedback, observations, and other information to make appropriate program improvements.
- Knowledge of computers and Microsoft Office applications.
- Ability to understand and follow the mission, policies, and procedures of the Boys & Girls Club of Sparta.

Required Certifications/Training

- CPR and First Aid Certifications, Child Abuse Prevention & Recognition Training, Grooming Prevention Training, and Mandatory Reporting Training (paid by employer).

Physical requirements/work environment:

High energy level, comfortable performing multi-faceted projects; good interpersonal abilities; ability to interact effectively with co-workers of all levels and with representation of other organizations and institutions. Ability to get along with diverse personalities; tact, maturity, and flexibility; physical requirements include sight, hearing, sitting, standing, stooping, running, and lifting a minimum of 30 pounds. Must be able to function under fast-paced and noisy conditions. Noise levels in the work environment will fluctuate from moderate to high.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed throughout the clubhouse at the BGC of Sparta.

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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Sparta's BGC is an equal opportunity employer.

Important to Us

The Boys & Girls Club of Sparta is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.