



BOYS & GIRLS CLUBS
OF THE ROGUE VALLEY
Serving Youth in
Jackson and Josephine Counties
Since 1970

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Job Description – Part-Time Youth Recreational Leader

Job Description:

Provide a fun, positive and safe place for all Club members by planning and implementing curriculum, skills challenges and high-yield activities that encourage social recreation, emotional & physical safety, and character & leadership development. These purposeful activities help Club Members strengthen their character, increase confidence and enhance their ability to relate positively to others. Social recreation is the hub of all Boys & Girls Clubs and is essential to healthy youth development.

Basic Requirements:

Using the tools and guidelines provided by Boys & Girls Clubs of America, you will be required to create an effective program that encourages good sportsmanship, emotional & physical safety and character & leadership skills. Based on Boys & Girls Clubs of America Five Key Elements, Priority Outcomes and Core Program Areas, basic duties include, **but are not limited to:**

- Safe, Positive Environment
 - Establish a climate in which youth focus on fun, friendship and challenging activities
 - Develop activities that indirectly promote self-confidence, self-esteem and how to win and lose gracefully
 - Provide ongoing guidance for youth
 - Ensure the safety of all members while at the Club
 - Learn and assist in daily guidance needs
- Fun
 - Create an environment that is a free-flowing area where youth are engaged in positive activities and programs that are FUN, challenging, exciting or interesting.
- Supportive Relationships
 - Serve, at all times, as a positive role model for our Club Members and our Community
- Opportunities and Expectations
 - Hold Club Members accountable for their actions
 - Provide structured activities and expect Club Members to follow through and complete the program/activity that they choose to participate in
- Recognition
 - Great Club Members by name every day
 - Develop/utilize recognition tools for the program that you run on a daily basis
- Academic Success (Education) (The Arts)
 - Be intentional about creating high-yield educational activities for Club Members at all times
- Good Character and Citizenship (Character and Leadership)
 - Establish a rich environment in which informal guidance and character development are occurring at all times
- Healthy Lifestyles (Sports and Recreation) (Health and Wellness)
 - Communicate the value of social recreation to Club Members, caregivers and the community
 - Communicate and demonstrate the value of healthy lifestyles to Club Members, caregivers and the community
- Teamwork
 - Ensure a productive work environment by participating in monthly staff meetings and breakout sessions
 - Assist in other Club areas as needed
 - Communicate daily with Program Director regarding successes and challenges

- Ensure that Club Members are following rules
- Bathroom checks as schedule through Program Director
- Assist with meal time utilizing direction, trainings and tools provided by Program Director
- Other
 - Track participation and share successes when running assigned grant programs
 - Create monthly activity calendar based on weekly themes and goals for Club
 - Turn in two Session Planning Sheets per week demonstrating intent to run a high-yield activity at scheduled times
 - Administer minor First Aid
 - Put away any items/supplies used in program area each and every day
 - Complete daily chore/s as requested by Program Director

Environment:

This is a physical job, working both indoors and outdoors in all weather conditions and high noise levels. This position requires that you be on your feet for most of your shift. This is a part-time, hourly position with occasional weekend hours. As a Boys & Girls Club employee, you agree to represent the Club in a positive way at all times.

At the Boys & Girls Clubs of the Rogue Valley we have three simple rules: Respect Yourself. Respect Others. Respect the Club.

Part-Time, Minimum Wage Position



Mission Statement

The Boys & Girls Clubs of the Rogue Valley works to provide year-round positive, fun and safe places and program for all kids, helping them to build self-esteem and develop skills necessary to make right choices, becoming responsible and productive citizens.

Boys & Girls Clubs of the Rogue Valley Values

BE GREAT.

- G: Goal-Oriented**
- R: Respectful**
- E: Enthusiastic**
- A: Accountable**
- T: Trustworthy**