



**BOYS & GIRLS CLUBS**  
OF THE ROGUE VALLEY

*Serving Youth in  
Jackson and Josephine Counties*

*Administration Office:*  
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**Grants Pass • Illinois Valley • Talent**  
[www.begreat4kids.com](http://www.begreat4kids.com)

### **K-1 Club Program Lead – Phoenix Elementary Location**

\*Must be available Monday - Friday from 1 p.m. - 6:00 p.m. for our after-school program, and occasional non-school days, training opportunities and Friday evenings. *(Summer Hours differ)*

Join us after-school and help inspire local kids!

Look at this opportunity to be part of our after-school youth development team.

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

Job Type: Part-time 25hr/week

Pay: \$15.50-\$16.50 /hour DOE

#### **ESSENTIAL JOB DUTIES:**

Provide a fun, positive and safe place for kids in Kindergarten and First Grade at our Phoenix location. As the K-1 Club Lead, you'll help plan and implement age-appropriate curriculum, skills challenges and high-yield activities that encourage social recreation, emotional & physical safety, and character & leadership development. These purposeful activities help these young 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 FUNCTION AND RESPONSIBILITY:**

The primary responsibility of all persons assigned to this job title is to support the mission of Boys & Girls Club and to promote positive child and customer relations. Under the direction of the Unit Director, Operations Director, and Director of Program Quality,

#### **REQUIRED JOB SPECIFICATIONS:**

Must be 18 years of age or older.

Must be able to pass a criminal background check and drug test.

Education: High school diploma or equivalent required.

Experience: Preferred One-year experience working with young children (K-5th), data entry and customer service experience preferred.

Physical: This is a physical job, indoors and outdoors in high noise level situations. This position requires that you be on your feet at the front entrance for most of your shift.

## **BASIC REQUIREMENTS:**

Using the tools and guidelines provided by Boys & Girls Clubs of America, you will lead our youngest group of Club Members through programs that encourage good sportsmanship, emotional & physical safety and character & leadership skills. Based on Boys & Girls Clubs of America's 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 scheduled 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

**HELPFUL SKILLS/QUALITIES:**

Bilingual

Passion for helping kids succeed in all areas of life.

Good problem-solving skills.

Ability to organize and track data and keep detailed, accurate records.

Knowledge of basic computer programs and willingness to learn new systems.

Ability to work closely with other staff.

**ABOUT THE BOYS & GIRLS CLUBS OF THE ROGUE VALLEY:**

Boys & Girls Clubs of the Rogue Valley provides a positive, fun and safe place for our community's at-risk youth. We work daily to inspire our Club members to BE GREAT!

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

**ENVIRONMENT:**

Office/recreation facility environment, working closely with youth ages 5-7, coworkers and customers/community partners. Must be able to work in a noisy and busy environment.

Position varies between frequent walking, sitting, and standing for long periods of time. Must have the ability to lift/carry up to 25 pounds, stoop, crouch, and reach for and handle varying items.

Boys & Girls Clubs of the Rogue Valley is an equal opportunity provider.

Please reply with your resume to Dan Horst, Director of Program Quality – dan.horst@begreat4kids.com or contact (541) 479-5258 with any questions.

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