



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a Difference FOR KIDS

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

## Adult Staff – Wilfley Boys & Girls Club

**Club Location:** Wilfley Boys & Girls Club

**Job Description:**

This position is part of a team-oriented Club staff dedicated to our theory of change. The Adult Staff is responsible for organizing and implementing low organized games, social recreation activities and other programs in a variety of program areas across the Club. Additionally, this position will be responsible for working with small groups (5-10 kids), large groups (20-30 kids) and across programs (40+ kids). This position will work in the game room, gym and provide coverage in all program areas.

This position will be required to assist with Club programs and events, including nightly dinners, routine paperwork and ongoing maintenance and upkeep of the work area. This position works collaboratively with neighborhood schools, the City and a myriad of partner organizations.

Additional responsibilities may include: meeting with other club staff, inventory and purchase of teaching materials, upkeep of area, maintaining the budget and participating in ongoing professional development.

**Job Requirements:**

- At least one year of direct youth service experience and will have a demonstrable record of planning and implementing youth programs. Previous experience working with youth is preferred, as is a background in education. Volunteer service may be substituted on a year-by-year basis.
- Candidates must be able to pass a drug test, criminal and driving records investigation.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

**Details:**

**Status:** Part-Time, Non-exempt; **Pay Rate:** \$12.00, 21 - 29 hours per week; **Hours:** School Year, Monday-Friday, 3:30 – 9:00 p.m.; Summer hours are subject to change.

Interested applicants should submit a cover letter, resume and three professional references to [jobs@bgcmd.org](mailto:jobs@bgcmd.org). Please include the position title in the subject line of the e-mail.

**This position will remain open until filled.**

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.*