



**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.

## Reading Specialist – JeffCo Boys & Girls Clubs

**Club/Office Location:** JeffCo Boys & Girls Club

### **Job Description:**

This position is part of a team-oriented Club staff dedicated to our theory of change. This position is responsible for promoting the reading program to club members, assisting members with book selection and working individually with youth aged from 6-18. Moreover, this position will help establish and meet reading goals while keeping accurate data entry and records of members' progress through ongoing computer quizzes.

Duties will include helping organize and maintaining the club's library or learning center, as well as creating interactive and informative reading material on bulletin boards and collaborate with club staff to develop and manage incentive programs.

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:**

- Bachelor's degree from a regionally-accredited institution of higher learning in education, human or social services, theatre, art or a related field of study. Equivalent experience directly serving youth in a similar role may be substituted on a year-by-year basis.
- 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 at-risk 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.

*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.*

**Details:**

**Status:** Part-time (10 hours a week) Seasonal for the duration of the school year;

Hours: 4:00-6:00P.M. during the school year

**Pay Range:** \$15.00 - \$20.00 per hour based on experience

**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.**