



**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.

## Youth Development Specialist – KIPP Green Valley Ranch Boys & Girls Club

**Club/Office Location:** KIPP – Green Valley Ranch Boys & Girls Club

### **Job Description:**

The Boys & Girls Clubs of Metro Denver (BGCMD) operates a variety of program sites across the metro area, this site is a community school model that focuses on youth development, parent engagement, and family support services.

This position is part of a team-oriented Club staff dedicated to our theory of change. This position is the primary point of contact for all programs and operations when the Club Director is off site. This position is responsible for planning, organizing and implementing academic and enrichment classes for elementary-aged students. Additionally, this position will be responsible for maintaining the scope and sequence between the enrichment programs, district and state standards through coordinating lesson plans with support from the school personnel as well as the BGCMD team. Working with small groups (5-10 students), regular classrooms (20-30 students) and across classes (40+ students), this position will facilitate instruction of a varied curriculum during the school day and support the afterschool program during the afternoon and evening.

This position will be required to assist with school and community events related to the program including nightly dinners, routine paperwork and ongoing maintenance and upkeep of the work area. This position works collaboratively with the school, 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

*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.*

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 Range:** \$15.00 an hour

**Hours:** School Year, Monday-Friday, 3:00p.m. – 7:00 p.m.; Summer, Monday-Friday, 7:30 a.m. – 1:00 p.m.

**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.**