



**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.

## Teen Specialist – Suncor Boys & Girls Club

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

**Job Description:**

This position is part of a team-oriented Club staff dedicated to our theory of change. The Teen Specialist (“Specialist”) is part of a team-oriented Club staff. Reporting to the Site Director, the Specialist is responsible for assisting with planning, supervision and implementation of the Character, Leadership and Career (CLC) programming for youth ages 13 to 18, including strategic planning, goal-setting, and overall program development.

The Specialist is expected to collaborate with other Program Specialists for planning and scheduling. The Specialist is expected to act as a team member, develop positive work relationships, and collaboratively program cross discipline with other staff members. Programming must be designed and implemented based on the needs and interest of the members and community as it aligns with BGCMD’s vision, mission and strategic goals. The Specialist must develop, implement, and facilitate all activities and programs employing youth development principals. Programs must encourage active youth leadership and decision-making

Program initiatives under CLC may include leadership groups, service-learning initiatives, Junior Staff and peer leader development, youth recognition, diversity and character education, job preparation, and Pathways to careers, but will be determined on an ongoing basis through needs assessments, reflection and community involvement.

**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 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.*

- 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.
- Continued employment is based upon the successful completion of Adult and Pediatric First Aid/CPR/AED courses and maintaining your certification which is paid for and coordinated by BGCMD.

**Details:**

**Status:** Part-time (21-29 hours per week)

**Pay Range:** \$15.00 an hour

**Hours:** Hours vary but fall within 2:00 p.m. – 8:30 p.m. during the school year. During the summer hours fall between 9:00 a.m. - 5:00 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.**