



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a Difference FOR KIDS

Helping Kids. Building Communities.



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

## Youth Enrichment Specialist – Boys & Girls Clubs of Metro Denver

**Club/Office Location:** Varies depending on organizational needs.

### **Job Description:**

The Youth Enrichment Specialist (YES) is an excellent opportunity for anyone pursuing a career in education, art, theatre, youth development and/or is interested in the nonprofit sector.

In this role you will gain experience in planning, organizing and implementing academic and enrichment activities for elementary-aged members. These activities can vary depending on your individual expertise as well as the aspirations of Club Members. You will lead engaging activities for small groups (5-10 members), regular groups (20-30 members) and large groups (40+ members). You will also develop partnerships with the school, city and other partner organizations.

This role assists with school and community events including nightly dinners and routine paperwork. In the summer, this Club transitions to a day camp which includes academic and enrichment lesson partnered with Denver Public Schools.

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

This site is funded by 21st Century Community Learning Center grants and has specific and rigorous management and tracking requirements, including, but not limited to: daily attendance tracking, activity tracking by member, additional expense reconciliations, field trip pre-approvals, annual reporting, etc.

### **Job Requirements:**

- Bachelor's degree from a regionally-accredited institution in education, human or social services, theatre, art or a related field of study. Equivalent experience directly serving youth 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

*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.

- 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:** Full-time (40 hours per week)

**Pay Range:** \$15.00 an hour non-exempt

**Hours:** 10:00 AM – 6:30 PM during the school year; 7:00 AM – 4:30 PM during summer programming

**Benefits:** Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

**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.**