



**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.

## Reading Specialist – Owen Boys & Girls Club

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

### **Job Description:**

The Reading Specialist position is a perfect opportunity for any book lover pursuing a career in education, youth development and/or is interested in the nonprofit sector. As a Reading Specialist, you will promote our reading program to engage 50 – 100 youth within a Boys & Girls Club that serves up to 200 kids per day.

Through this opportunity, you will gain valuable experience working with a variety of age groups (6-18) meeting members at their current reading level, and working to improve it.

You will utilize data to set targets and goals for Club Members and ensure they hit them by creating a fun reading environment. This can be done by creating interactive and informative reading material on bulletin boards and collaborate with club staff to develop and manage incentive programs.

### **Job Requirements:**

- Bachelor's degree from a regionally-accredited institution of higher learning in education, human or social services, or a related field of study. Equivalent experience directly serving youth in a similar role may be substituted on a year-by-year basis.
- Preference for individuals with a teacher's certificate or experience teaching a literacy program with a focus on Renaissance Learning, Star Testing, and/or Accelerated Reader.
- 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 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 (10-15 hours per week)

**Pay Range:** \$15 - \$20 per hour based on experience

**Hours:** 4:00 PM – 6:00 PM Monday through Friday during the school year; hours change for summer programming

**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.**