



**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.

## PACE Youth Enrichment Specialist – PACE East

**Club/Office Location:** PACE East – Vickers Boys & Girls Club

### **Job Description:**

The PACE Behavior Intervention Specialist (“Specialist”) works to ensure that DPS students receive comprehensive services focused on character development and academic advancement while developing and expanding social and emotional competencies of PACE members. Specialists work with DPS, program stakeholders, community resources, and families to ensure that the best opportunities are made available to each student. Specialists must develop and facilitate curriculum, maintain confidential reports and track program data.

### **The Specialist will have the following knowledge and skills:**

- Through a holistic approach, empower members to make appropriate choices regarding their educational, social, physical and emotional needs
- Provide individualized support for each student throughout their time in the program including mental health assessments and referrals to services, behavior intervention, and family and community advocacy
- Foster student growth in communication skills, self-advocacy and relationship skills
- Connect families with outside public and private agencies on an as-needed basis
- Provide programs that encourage responsible decision-making, accountability, and self-awareness. Programs are planned, presented, and paced appropriately for youth, reflecting youth behavior needs
- Demonstrate a knowledge of, interest in, and respect for the community the Club serves
- Act as a team member and develop positive working relationships
- Program cross discipline activities with other staff members in a collaborative way.
- Considerable knowledge and commitment to the mission, vision, and values of BGCMD
- Demonstrate ability to organize, direct, and coordinate operations, personnel management, and budget management
- Strong communication skills, both verbally and written
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to establish and maintain effective working relationships with various internal and external stakeholders

*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.*

### **Additional responsibilities include:**

- Facilitate meetings with school personnel, student guardians and community stakeholders to integrate students back into their school community, equipped for success.
- Manage general facilities operations including but not limited to, unlocking the building, setting up and taking down the classroom equipment, cleaning of general Club areas,
- Log member Attendance using EZ Childtrack system
- Responsibilities may include inventory and purchase of teaching materials, upkeep of area, and participating in ongoing professional development.
- Other tasks as assigned.

### **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.
- Minimum of 2 years work experience in behavior intervention, youth development, small group facilitation, and/or case management.
- 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.
- Candidates must be able to pass a drug test that include screening for marijuana, criminal and driving records investigations, and reference checks.
- 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.
- 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, properly document program, and organizational data.
- A valid driver's license and ability to be insured under the company's insurance required

### **Details:**

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

**Pay Range:** \$15.00 per hour, Non-exempt

**Hours:** 7:30 a.m. – 4:00 p.m.

**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.**