



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a DIFFERENCE FOR KIDS

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver (BGCMD) is offering 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 who are working to make a difference for kids.

## Adult Staff – Vickers Boys & Girls Club

**Club Location:** Vickers Boys & Girls Club

**Job Description:**

The Adult Staff position is the perfect opportunity for anyone pursuing a career in cultural arts, education, youth development and/or is interested in the nonprofit sector. Be ready to become part of a team that serves up to 200 kids per day and gain valuable experience working with a variety of age groups (6-18).

In this role you will gain experience in the following:

- Creative autonomy to develop and implement fun artistic activities and programs.
- Direct experience creating lesson plans and working with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+ kids) in artistic, recreation and academic settings.
- An understanding of the five (5) elements of positive youth develop: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
- Experience collaborating with a team of professionals who share similar passions.
- Program and event development, community engagement, nightly dinners, routine paperwork and ongoing facility maintenance
- Collaboration with neighborhood schools, the local community as well as various organizations.
- Training in the Cultural Arts room, game room, gym and any program area as needed.

**Job Requirements:**

- A passion for kids, communities and Boys & Girls Clubs.
- A commitment to BGCMD's vision, mission and core values.
- Must be at least 19 years old.
- A flexible personality who is willing to work with a variety of kids, team members and community members.
- An ability be able to develop, implement, and facilitate activities and programs. Programs must encourage youth participation and decision-making.
- Candidates must be able to pass a drug test, criminal and driving records investigation.
- 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 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, Non-exempt;

**Pay Rate:** \$11.10 an hour, 20 hours per week;

**Hours:** School Year, Monday-Friday, 3:00 – 7:00 p.m.; Summer hours are subject to change.

**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.**