



**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.

## Education Specialist – Vickers Boys & Girls Club

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

### **Job Description:**

The Education Specialist is an excellent opportunity for anyone with a love of academics and is interested in pursuing a career in education, youth development and/or is interested in the nonprofit sector. In this role you will be responsible for facilitating the reading program, the Youth of the Year competition, leadership clubs, and service learning projects for kids 6-18 years old in a club that serves up to 200 members a day.

The Education Specialist guides members to make appropriate choices about their education, career, social, physical and emotional needs. This is done by supervising and implementing a variety of high-yield activities and targeted programs focused on academics, character, leadership, and service learning, as well as collaboratively organizing and participating in Club-wide and organization-wide events.

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

### **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 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 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.

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

**Hours:** 12:00p.m-8:30 p.m. during the school year, 9:00 a.m.-5:30 p.m. during the summer;

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

**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.**