



**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.

## Youth Development Specialist – Cole Boys & Girls Club

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

### **Job Description:**

The Youth Development Specialist position is the perfect opportunity for anyone pursuing a career in education, youth development, cultural arts, and/or is interested in the nonprofit sector. In this role, you will work 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 elementary age groups facilitating educational activities in our core programs areas of character and leadership, healthy lifestyles and academics as well as working alongside Denver Public School teachers.

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.

As a Youth Development Specialist you will gain experience in:

- Creating lesson plans and working with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+ kids) in recreation and academic settings.
- Creative autonomy to develop and implement fun activities and programs.
- Understanding of the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
- Experience collaborating with a team of professionals.

This position works within a community school that focuses on youth development, parent engagement, and family support services.

*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.*

**Job Requirements:**

- 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.

**Details:**

**Status:** Part-Time (21-29 hours) Non-exempt

**Pay Range:** \$15.00 an hour

**Hours:** School Year, Monday-Friday, 2:30p.m. – 7:00 p.m.; Summer hours vary depending on Club needs

**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.**