



**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.

## Program Specialist – Westminster Boys & Girls Clubs at Hidden Lake High School

**Club/Office Location:** Hidden Lake High School (Alternative High School)

### **Job Description:**

The Program Specialist is an excellent opportunity for anyone pursuing a career in education, recreation, health and wellness, and/or youth development. This position is responsible for planning and facilitating enrichment activities for kids and teens, grades K-12, in both a classroom and afterschool setting.

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.

### Key Roles (Essential Job Responsibilities)

#### Program Planning & Facilitation

- Plan and facilitate daytime credit recovery classes for teens at Hidden Lake High School.
- Plan and lead afterschool activities with a focus on character and leadership, academics, and healthy lifestyles.
- Excel at facilitating programs and activities with small groups (5-10 members), mid-sized groups (20-30 members), and large groups (40+ members).
- Ingrain the five (5) key elements for positive youth development into the Club's culture, including safe & positive environment, fun, recognition, supportive relationships, opportunities & expectations.
- Maintain excellent social emotional learning practices.

#### Community Relations

- Maintain collaborative partnerships with the school leaders and personnel.
- Maintain collaborative relationships with key stakeholders and program partners.
- Assist with organizing and executing community events including nightly dinners, volunteer events, family nights, and other Club celebrations.

#### Administrative

- Assist in purchasing of materials and supplies.

*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.*

- Meet or exceed all grant requirements and deadlines for grants restricted to the Club, including, but not limited to all BGCA and government grants.
- Additional responsibilities may include meeting with other club employees, inventory and purchase of materials, upkeep of work area, maintaining the budget and participating in ongoing professional development.

### **Job Requirements:**

- Demonstrate success working with kids of all ages (K-12), specifically high school students, in a variety of program areas (athletics, health, art, STEM, academics).
- 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.
- 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:** Full-time (40 hours per week)

**Pay Range:** \$15 per hour

**Hours:** 12:00 p.m. - 8:30 p.m. Some later evenings and weekends may be required. Summer: 9:00 a.m. –5:00 p.m., occasional weekends.

**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.**