



**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.

## Cultural Arts Specialist – Johnson Boys & Girls Club

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

**Job Description:**

The Cultural Arts Specialist position is the perfect opportunity for anyone pursuing a career in 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 age groups planning, supervising and implementing a variety of high-yield activities and targeted programs focused on culture and arts.

Activities should include: crafts, creative writing, fine and performing arts. This position will collaboratively organize and participate in club-wide and organizational-wide events.

Additional responsibilities may include: meeting with other club staff, inventory and purchase of teaching materials, upkeep of 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, theatre, art or a related field of study. Equivalent experience directly serving youth in a similar role may be substituted on a year-by-year basis.
- 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.
- 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.

*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 (32 hours a week)

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

**Hours:** 2:00 p.m. – 8:30 p.m. during the school year, hours vary but fall between 9:00 a.m. - 5:00 p.m. during the summer

**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@bqcmd.org](mailto:jobs@bqcmd.org). Please include the position title in the subject line of the e-mail.**

**This position will remain open until filled.**