



**BOYS & GIRLS CLUBS**  
METRO DENVER



# Make a DIFFERENCE FOR KIDS

Helping Kids. Building Communities.



**JOIN US!** We are looking for mission-driven individuals to join our diverse and dynamic team. We serve kids across the Denver Metro area in an after-school and out-of-school setting.

**OUR MISSION** is to provide our Club Members with a safe, supportive, fun and enriching environment that inspires and empowers them to achieve their greatest potential.

**OUR VISION** is for all kids will have the opportunity to achieve their greatest potential.

**OUR VALUES** enable and guide our employees to make a lasting difference for kids.

- **Respect:** We recognize that each person has equal, intrinsic worth and deserves to be treated with dignity.
- **Integrity:** We operate with honesty and hold ourselves accountable for all words and actions.
- **Excellence:** We set high expectations and work hard to achieve them by engaging in continuous learning and improvement.
- **Teamwork:** We collaborate openly on common goals to leverage the expanded knowledge of our entire community.
- **Innovation:** We seek out and embrace new possibilities that can increase our impact.

## Youth Development Specialist

### Location:

### Position Summary:

Want to work with kids and make a direct impact in your community? The Youth Development Specialist role is the perfect opportunity for anyone pursuing a career in education, youth development, cultural arts, and/or is interested in exploring a career in the nonprofit sector. As a Youth Development Specialist, you will work at a Club location with a team of dedicated professionals to facilitate programs and activities for kids. Together, you will focus on the priority areas of character and leadership, healthy lifestyles and academics by implementing our foundational programs.

Some examples of our foundational program experiences at Clubs include: Power Hour (Homework Help), Youth of the Month and Year, Financial Literacy Education, National and City Fine Arts Competitions, Play 60 Physical Challenges, College Prep and Workforce Readiness and Social Teen Nights.

### Position Responsibilities:

- Autonomously create and implement lesson plans for small groups (5-10 kids), classroom-sized groups (20-30 kids) and large groups (40+ kids) in recreation and academic settings.
- Provide the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities, expectations, and recognition.

*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.*

- Collaborate with a team of professionals.
- Daily attendance and activity tracking, expense reconciliations, field trip pre-approvals, and annual reporting.

### **Required Qualifications:**

- A passion for kids! This role predominately interfaces with kids – over **85%** of your work hours will be spent interacting with groups of kids.
- One year of direct youth service experience and a demonstrable record of planning and implementing youth programs. Volunteer experience or academic internships may be substituted on a year-to-year basis.
- Experience working with at-risk youth or in an urban education setting.

### **Preferred Qualifications:**

- Bilingual in English and Spanish
- Experience with lesson planning
- A valid driver's license and ability to be insured under the company's insurance policy

### **Requirements:**

- Candidates must be able to pass a drug test, including marijuana, criminal background check (including national and state sex offender registration verification), and driving records investigation.
- The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs.
- Must be comfortable with indoor and outdoor work and moderate physically demanding activities may be required.
- The ability to read and write is necessary to complete reports and properly document program and organizational data.
- Successful completion of Adult and Pediatric First Aid/CPR/AED courses after hire and maintaining your certification, which is paid for and coordinated by BGCMD.

### **Position Details:**

**Job Status:** Part-Time, Non-Exempt

**Pay Range:** \$15 - \$20 per hour, Depending upon experience

**Hours:** Somewhat flexible schedule M-F. 20-29 hours per week, 2:00pm – 7:00 p.m., Hours will change to the day time during summer programing.

**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.**