



Under the supervision of the Unit and Program Directors, the Recreation Staff has the responsibility of providing programming for youth in grades K-8 such as homework help, Boys & Girls Clubs of America national programs, STEM activities, arts and crafts, Healthy Habits, and other engaging recreation activities.

Hourly Wage: \$14.00-\$16.00, approximately 25 hours per week, Monday – Friday

Responsibilities:

- Plan, implement, organize, and manage the Club program's daily activities.
- Maintain a safe and educational environment for school-age children.
- Work with a small team to provide amazing recreation activities that are fun, exciting, and educational.
- Organize and maintain Program Room within guidelines set by Club.
- Signs and posters reflect ongoing programs and are changed when needed.
- Member's achievements in the program area are posted on a daily and monthly basis and reflect members' participation.
- Plan monthly activity calendar with team and Program Director each month.

Qualifications:

1. One year of successful experience in the related field.
2. Outstanding oral and written communication skills.
3. Ability to manage multiple projects and meet deadlines while maintaining a positive attitude.

Qualities:

A hard-working, dedicated professional who is honest, loyal, decisive, and credible. Self-starter, who values integrity, is passionate about kids, and willing to sacrifice to accomplish team goals.

How to Apply: Interested? To apply for this position, please email your resume and a cover letter to gvoigt@bgchv.com.

Acknowledgment: Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at-will, shall be for no specific duration, and may be changed or

terminated at any time. Nothing in this job posting is intended to create an employment contract, implied or otherwise.

Equal Employment Opportunity Policy

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breast feeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.