



BOYS & GIRLS CLUBS OF THE HIGH ROCKIES

Boys & Girls Clubs of the High Rockies - Platte Canyon Club (located in Deer Creek Elementary School in Bailey, CO)

Description Title: Program Leader

Reports To: Unit Director

Pay rate: \$16

To apply: To apply for this job: Send your resume to Jess at plattecanyon@bgchr.co. If you have any questions about this position, either email or call the club phone (303) 679-7546.

Primary Function

Work in a before-school and after-school and summer program that aligns in-school and out-of-school learning, provides academic support and enrichment opportunities through high yield learning activities. Program leaders deliver programming in Academic Success, Good Character & Citizenship, Art, STEAM, Music, and Healthy Lifestyles. Program Leaders are expected to leverage volunteers and other community resources, and engage parents to enhance programming. They will maintain the integrity of the Boys & Girls Clubs of the High Rockies' mission and goals, demonstrating the Club culture and values at all times.

Essential Job Responsibilities:

- Implement and deliver relevant after school programming for youth, ages 5-14 that supports the Club's priority outcome areas of Academic Success, Good Character & Citizenship, Fine Arts and Healthy Lifestyles.
- Recruit, encourage and engage youth participants.
- Create a safe environment that facilitates learning and is encouraging and engaging for children.
- Leading and engaging volunteers on a daily basis as well as special events.
- Responsible for daily set-up and clean-up of all materials used during the program.
- Steward relationships with volunteers, school staff, and parents.
- Monitor and evaluate, on an ongoing basis, programs, services, and activities to ensure safety of members, quality of programs and utilization of resources.
- Provide regular updates on site challenges, opportunities, and best practices.
- Maintain the Club facility and enforce all site operating expectations.
- Implement summer programming as needed.

Additional Responsibilities:

- Respond according to procedure for emergency and disciplinary situations.
- Participate in special programs, events and summer programming as needed.
- Participate in weekly staff meetings.
- Assess facility needs and perform janitorial duties or manual labor as needed – cleaning tables, playing games, moving equipment, etc.
- May be required to escort youth on van.

Required Qualifications:

- Must be at least 18 years of age
- Must have 455 hours of paid or volunteer experience with school-age children
- Ability to motivate and engage youth and manage behavioral challenges with peer mediation.
- Ability to effectively communicate with youth, parents, staff, volunteers, and teachers.
- Ability to adapt to changes in a highly energetic work environment.
- Pass background check
- Physical activity may be required.