



BOYS & GIRLS CLUBS OF THURSTON COUNTY

Title:	Program Staff
Category:	Part-time, Non-Exempt
Department:	Operations
Reports To:	Branch Director
Salary Range:	Minimum Wage + (Depending on Experience)
Schedule:	20-25 Hours Weekly

About Us

The Boys & Girls Clubs of Thurston County (BGCTC) inspire and enable youth to realize their greatness. Our seven Clubs in Lacey (2), Olympia, Rochester, Tenino, Tumwater, and Yelm collectively serve nearly 3,000 youth and teens annually with safe, fun, and supportive spaces during critical out of school time. Founded in 2001, BGCTC has nearly 75 employees and an operating budget of \$2.8 million. CEO Chris Woods leads the organization and receives guidance from a board of directors. BGCTC's administrative office manages human resource, financial, resource development, communications and marketing, and operational activities for Club locations.

Job Summary

Program Staff, under the direct supervision of the Branch Director, will plan, implement, supervise, and/or assist with program activities provided within a specific Priority Outcome Area (Academic Success, Healthy Lifestyles, and/or Good Character & Citizenship). Job duties could also include supervision of the front desk.

Primary Duties

- Plan and supervise activities in Games Room, Art, Gym, Education Room, Tech Lab, and Outdoors.
- Implement programs for youth in grades K-5. Coverage for the Teen Center may occur on occasion.
- Mentor youth using guidance-based techniques.
- Actively supervise areas to promote a safe and positive environment.

Additional Responsibilities

- Attend staff meetings.
- Attending monthly trainings is required,

Skills/Knowledge Required

- Minimum of six months of youth development experience; Boys & Girls Club experience preferred, but not required.
- High School Diploma required (or current enrollment).
- Ability to work in a youth-centric environment.
- Strong verbal and written communication skills.
- Knowledge of youth development principles and developmental characteristics is a plus.
- Strong interpersonal skills.
- CPR and First Aid Certifications required. Certification available.
- Ideal skills: Creative Positive, Flexible, Inclusive, Personable

Disclaimer

The information presented here indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Application Details

To apply, send application and cover letter to the respective branch contact:

Lacey Branch: Leah Bradley, Branch Director lbradley@bgctc.org.

Olympia Branch: Trevor Trulson, Branch Director ttrulson@bgctc.org

RMAC Branch (Raj Manhas Activities Center, Lacey, WA): Mike Babauta, Area Director, mbabauta@bgctc.org

Rochester Branch: Ryan Piles, Branch Director, rpiles@bgctc.org

Tenino Branch: Leah Bradley lbradley@bgctc.org

Tumwater Branch: Jessie Trevino, Branch Director, jtrevino@bgctc.org

Yelm Branch: Andrew Chase, Branch Director achase@bgctc.org

These positions are **OPEN UNTIL FILLED**.

To learn more about our organization, visit www.bgctc.org.