



YOUTH PROGRAM LEADERS

Program Leaders are responsible for the overall creation, coordination and implementation of high yield learning programming for the club. Program Leaders work directly with our club members, ages 6-18. Positions are available in Richmond and Petersburg. 15-27 hours per week between the hours of 2:30 and 8:00 pm.

RESPONSIBILITIES:

- Conduct learning opportunities for club members (6-18) that will create a culture of fun learning allowing members to build and strengthen core practice skills.
- Run special interest clubs exposing members to a variety of opportunities
- Create, coordinate and implement special event opportunities club wide with the assistance of the Senior Program Director while also exposing club members to enrichment field trip opportunities.
- Coordinate and run specified BGCA National Programs and assist with others.
- Provide structure, guidance, and supervision to all members of the club using the Theory of Change framework to encourage all youth to have a voice in their community.
- Ensure quality improvement by monitoring and evaluating program achievement against target goals.
- Serve as an ambassador to recruit members for the program.
- Collaborate with schools, community organizations, parents and volunteers to strengthen and enhance the program and offerings within the Club.
- Attend training sessions and workshops to increase job knowledge and skills necessary to perform responsibilities.
- Participate in Project/ staff team meetings.
- Promote and represent BGCMR for special activities, field trips or outings as approved.
- Drive and/or chaperone members as needed.
- Be responsible for the overall maintenance, upkeep, and appearance of the Club equipment as it relates to your specialty area.
- Use excellent customer service skills, establish and maintain effective working relationships with all club staff, other employees, parents, partners, volunteers and members.

QUALIFICATIONS

- Pursuing a career in education or career aspirations in youth development
- A minimum of two years' work experience with youth
- Must possess interest, experience or knowledge in providing educational programs to youth, 6-18 years old.
- Ability to implement curriculum and offerings in a variety of subjects and content areas
- Ability to problem solve when issues may arrive related to overall Boys & Girls Club programming
- Ability to use assessments for accountability, evaluation and program improvement.
- Willingness to learn and be coached as well as mentor and coach the youth
- Excellent written and oral communication skills
- Counseling experience (preferred but not required)
- Ability to prioritize tasks, take initiative, communicate effectively among team members and proactively problem solve for roadblocks or conflicts.
- Ability to work on a team toward a common goal, get along with peers, subordinates and management and maintain a positive and constructive attitude.
- Ability to protect the mission, goals and values of the organization, including mindfulness of appropriate roles and responsibilities in shared projects.