



Crestmont Club Spring 2017 Job and Internship Opportunities

Academic Success Director

HOURS: Full-time - 40+ hours per week

COMPENSATION: \$25,000-\$28,000 Salary plus benefits

DESCRIPTION: The Academic Success Director will schedule and supervise programs, track members' progress, complete reports, and supervise staff for the Academic Success Priority Outcome area. This position is responsible for ensuring that our members have an environment where they are able to receive instruction that leads to academic success. The Academic Success Director will work intimately with our Cook Tutoring and Indiana Kids programs.

QUALIFICATIONS: Bachelor's degree required. One year of direct youth service preferred. Experience in personnel supervision preferred. Candidate should have a passion for expanding education beyond the classroom.

APPLY: Contact Jon York Unit Director at jyork@bgcbloomington.org

Crestmont Boys and Girls Club

Position Available Immediately

Healthy Lifestyles Intern

HOURS: 10-20 hours per week

COMPENSATION: Stipend

DESCRIPTION: The Healthy Lifestyles Intern will work with the organization's Healthy Lifestyles Coordinator. The Healthy Lifestyles Intern will assist with daily, weekly, and monthly duties. This internship will provide daily interaction with youth of diverse racial, cultural, and socioeconomic backgrounds. This internship will also provide an opportunity to lead activities and programs involving decision making and physical exercise.

QUALIFICATIONS: Interest in promoting Healthy Lifestyles to our members. Knowledge of games that can be played in a Gym.

APPLY: Contact Jon York Unit Director at jyork@bgcbloomington.org

Crestmont Boys and Girls Club

January 2018 - May 2018

Indiana Kids Coordinator

HOURS: 20 hours per week

COMPENSATION: Americorps Position; Bi-weekly Stipend plus Education Award upon completion

DESCRIPTION: The Indiana Kids Coordinator will schedule and supervise activities, track members' progress, and complete reports for the Indiana Kids program. The Indiana Kids Coordinator will work closely with other staff in the Education Department to ensure our members are receiving instruction that leads to academic success. The Indiana Kids program focuses on homework help, career exploration, and volunteerism.

QUALIFICATIONS: High School Diploma or equivalent. Two or more years of work experience. Knowledge and interest in education.

APPLY: Contact Jon York Unit Director at jyork@bgcbloomington.org

Crestmont Boys and Girls Club

675 or 900 Hours Completed by 8/31/18

Membership Coordinator**HOURS:** 30 hours per week**COMPENSATION:** \$10.00-\$12.00 per hour**DESCRIPTION:** The Membership Coordinator will be responsible for daily member management and parent communication. This position will require the individual to track and maintain attendance using an online database, compile reports, and use customer service skills in a fast paced environment. The Membership Coordinator will be assigned other daily, weekly, and monthly duties.**QUALIFICATIONS:** Proficiency in Microsoft Office required. Customer service experience preferred.**APPLY:** Contact Jon York Unit Director at jyork@bgcbloomington.org**Crestmont Boys and Girls Club***Position Available Immediately***Membership Desk Attendant****HOURS:** 15 -20 hours per week**COMPENSATION:** \$9.00 per hour**DESCRIPTION:** The Membership Desk Attendant will work with the organization's Membership Coordinator. The Membership Desk Attendant will assist with daily, weekly, and monthly duties. This position will provide experience using an online database, compiling reports, and an opportunity to utilize customer service skills in a very fast paced environment.**QUALIFICATIONS:** Proficiency in Microsoft Office preferred. Customer service experience preferred.**APPLY:** Contact Jon York Unit Director at jyork@bgcbloomington.org**Crestmont Boys and Girls Club***Position Available Immediately***Power Hour Coordinator****HOURS:** 15-20 hours per week**COMPENSATION:** Americorps Position; Bi-weekly Stipend plus Education Award upon completion**DESCRIPTION:** The Power Hour Coordinator will work with the organization's Academic Success Director. The Power Hour Coordinator will assist with daily, weekly, and monthly duties. This position will provide an opportunity to lead educational activities and programs in a non-traditional education setting.**QUALIFICATIONS:** Knowledge and interest in education. Proficiency in Microsoft Office required.**APPLY:** Contact Jon York Unit Director at jyork@bgcbloomington.org**Crestmont Boys and Girls Club***675 Hours Completed by 8/31/18***Program Director Intern****HOURS:** 15-20 hours per week**COMPENSATION:** Stipend**DESCRIPTION:** The Program Director Intern will work with the organization's Program Director. The Program Director Intern will assist with daily, weekly, and monthly duties. This internship will provide an opportunity to perform tasks involving decision making, leadership, program implementation, and community engagement.**QUALIFICATIONS:** Interest in creating and implementing activities and curriculum. Interest in management of staff, compiling reports, and working directly with youth.**APPLY:** Contact Jon York Unit Director at jyork@bgcbloomington.org**Crestmont Boys and Girls Club***Current - August 2018*