



Boys & Girls Club of Ellettsville

7600 W. Reeves Rd. Bloomington, IN 47404
Inside Edgewood Intermediate School

2017 - 2018 Positions Boys & Girls Club of Bloomington - Ellettsville Unit

To apply: Send resume to Oscar Gonzalez ogonzalez@bgcbloomington.org for consideration.

Part-Time Staff Positions:

All positions require:

Availability from 2:30pm – 6:00pm Monday-Friday.

Previous youth, education, and professional work experience is *PREFERRED* for positions listed below.

All job titles have 1 position available unless otherwise posted.

Pay Rate: Hourly

Camps & Events Director

8/21/2017 – 5/25/2018

Approximately 20 hours a week

The role's primary focus will be to plan, coordinate, and execute break camp programming with the guidance of dedicated and trained staff. In this role you will also assist with the planning and implementation of special events, during and after club hours. There may also be required need to assist with volunteer recruitment and management as well as public speaking. During non- break camp time, ensure members are encouraged to participate in a variety of program areas/activities. This role will also assist with the training, supervision, and evaluation of program staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Education Director

8/21/2017 – 5/25/2018

Approximately 20 hours a week

DESCRIPTION: The role's primary focus will be to monitoring and improving the academic performance of our Club kids. This position will develop and implement programs with primary focus on academic success. Other key responsibilities include: keeping accurate records of our Club member's academics and behavior, and developing an academic plan. You will help coordinate the education team and foster an environment of unity and team work. You will also assist and provide educational resources to all staff as needed.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Teen Director

8/21/2017 – 5/25/2018

Approximately 20 hours a week

DESCRIPTION: Expected to plan and lead fun and engaging programming and interactive activities for teenagers. Individual must lead teens on a daily basis with an emphasis on Character & Leadership building. Actively recruits new teen members through promotion and outreach. Individual will be responsible for weekly planning, scheduling, and age appropriate program implementation with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.



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QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Art Director

8/21/2017 – 5/25/2018

Approximately 20 hours a week

DESCRIPTION: Expected to plan and lead fun and engaging weekly art activities and programs. Individual will be responsible for a weekly Art Club and with end of year art show. This position is afforded a large amount of creative freedom to design an art program as desired. Programming focuses on interactive art of all mediums, as well as theater, and musical experiences while providing fun, educational, and safe activities for youth. This opportunity will allow you to work with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Art program experience preferred. Art skill and knowledge is required. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Membership Desk Coordinator

8/21/2017 – 5/25/2018

Approximately 20 hours a week

Description: The Membership Desk Coordinator has the opportunity to work with youth and young adults in an after school setting. Individual will be the first to greet all members and visitors, manage member information, and communicate with staff, members, and parents on a daily basis. Individual will assist with managing, organizing, and scheduling all volunteers. The individual will recruit, train, and manage all volunteers. This position will directly serve as a positive role model, mentor and leader to diverse youth.

Qualifications: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in an energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Program Staff

8/21/2017 – 5/25/2018

Approximately 20 hours a week

DESCRIPTION: Lead and assist with daily programming, weekly activities including field trips, special events. Focus on providing fun, educational, and safe programming for club youth. This opportunity will allow you to assist in the planning and implementation of programming with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATION: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.



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Internship Positions

All positions require:

Availability from 2:30pm – 6:00pm Monday-Friday.

Previous youth, education, and professional work experience is *PREFERRED* for positions listed below.

All job titles have 1 position available unless otherwise posted.

Pay \$500.00 Stipend unless otherwise posted

Unit Director Internship

8/21/2017 – 5/25/2018

Approximately 15 hours a week

DESCRIPTION: Assist the Unit Director with daily and weekly administrative tasks including outcome measurement, camp planning, membership recruitment/management, and other duties as they arise. At the Club we focus on providing fun, educational, and safe programming for club youth. This opportunity will allow you to assist in both the planning and administrative duties of a successful non-profit organization. Possibilities include data collection, document creation, organizing staff, planning special events, assisting public speaking and presentations, and coordinating staff schedules. Individual must be self-motivated, hardworking, and enthusiastic. Intern should also possess strong communication and organizational skills with the ability to take direction well. This opportunity is for individuals seeking a real-life work experience in a high energy/ fast paced environment. This opportunity is for individuals who are interested and committed to creating a positive change in the lives of youth and the community.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. Comprehension of Microsoft Office necessary. Previous grant writing and youth work experience preferred. Individual must be able to take direction and work both independently and collaboratively. Creative design also preferred. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Program Director Internship

8/21/2017 – 5/25/2018

Approximately 15 hours a week

DESCRIPTION: Assist the Program Director with daily and weekly administrative tasks, camp planning, and other duties as they arise. At the Club we focus on providing fun, educational, and safe programming for club youth. This opportunity will allow you to assist in both the planning and administrative duties of a successful non-profit organization. Possibilities include data collection, document creation, organizing staff, planning special events, assisting program research, searching and writing grants, and coordinating schedules. Individual must be self-motivated, hardworking, and enthusiastic. Intern should also possess strong communication and organizational skills with the ability to take direction well. This opportunity is for individuals seeking a real-life work experience in a high energy/ fast paced environment. This opportunity is for individuals who are interested and committed to creating a positive change in the lives of youth and the community.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. Ability to effectively use Microsoft Office is necessary. Previous grant writing and youth work experience preferred. Individual must be able to take direction and work both independently and collaboratively. Creative design also preferred. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.



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Art Internship

8/21/2017 – 5/25/2018

Approximately 15 hours a week

DESCRIPTION: Assist the Program Director and Art Director with weekly art activities and programs. Individual will be responsible for a weekly Art Club and assist with end of year art show. The Art Intern is afforded a large amount of creative freedom to design an art program as desired. Programming focuses on interactive art of all mediums, as well as theater, and musical experiences while providing fun, educational, and safe activities for youth. This opportunity will allow you to work with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Art program experience preferred. Art skill and knowledge is required. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Education Internship

8/21/2017 – 5/25/2018

Approximately 15 hours a week

Description: Individual will be responsible for assisting with the implementation of educational activities. The intern will help contribute in educational activities and events, pertaining to continuing education throughout the school year. This opportunity will allow you to help plan and implement education programming with the supervision and support of trained and dedicated staff. This position will require you to work closely with the staff, volunteers, and youth on constant basis. This position will directly serve as a positive role model, mentor and leader to diverse youth. You will help these youth acquire the necessary developmental assets they need to achieve academic success to graduate from high school with a plan for the future.

Qualifications: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in an energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Member Support Internship

8/21/2017 – 5/25/2018

Approximately 15 hours a week

(2) positions

DESCRIPTION: The Member Support Intern will be responsible for working with youth with special needs to be included in club programming. This is for individuals seeking to gain experience working with youth outside of the traditional school setting. The intern may be required to work one-on-one with youth, or with a small group of youth. Individual must be willing to assist with all responsibilities to whatever degree necessary that the youth may need. The intern will be asked to provide tools, recommendations, and program schedules for specified youth. The intern will plan, organize, implement, and lead youth in daily program activities. This internship is perfect for individuals seeking experience with special needs students. Individual must be self-motivated, hardworking, and enthusiastic. Intern should also possess strong communication and organizational skills.



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QUALIFICATIONS: Previous youth work with children with special needs preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Teen Internship

8/21/2017 – 5/25/2018

Approximately 15 hours a week

DESCRIPTION: Assist in implementation of engaging programming and interactive activities for teenagers. Individual helps lead teens on a daily basis with an emphasis on Character & Leadership building. Intern will assist in recruiting new teen members through promotion and outreach. Position facilitates weekly planning, scheduling, and age appropriate program implementation with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATION: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Youth Development Internship

8/21/2017 – 5/25/2018

Approximately 15 hours a week

DESCRIPTION: : Assist with weekly activities including field trips, special events, daily programming, and clubs (including Cooking Club, Garden Club, and more). Intern is afforded freedom and creative to design a program as desired. The 4 core programming areas focus on character and leadership, healthy lifestyles, academics, and the arts. Focus on providing fun, educational, and safe programming for club youth. This opportunity will allow you to assist in the planning and implementation of programming with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.