



## **BOYS & GIRLS CLUB OF THE COASTSIDE**

### **Summer Program Staff (Grades 1-3)**

Summer Program Staff serve on a team committed to safety and student enrichment for elementary students in grades 1-3 from June 17 to July 26, 2024. Mandatory training on June 10, 11 and 12. There is no program on June 19, July 4, and the week of July 15-19. Program hours are 8 AM to 4 PM. Staff can work one of 3 shifts: full-day, morning approximately 7:30 am to 12:30 pm or afternoon approximately noon to 4:30 pm

#### **Key Roles:**

- Maintain a positive Boys & Girls Club culture, with high energy, strong teamwork, and effective collaboration with other staff.
- Help implement innovative and engaging curriculum activities for youth participants in 1<sup>st</sup> to 3<sup>rd</sup> grade youth attending BGCC's full day summer camp that are fun, instructional and help develop team building skills.
- Oversee safety of youth, including supervision during all indoor and outdoor activities, meals, snacks, walking field trips and during entry/exit.
- Work closely with BGCC leadership and our Youth Behavioral Specialist to support youth and help maintain a positive environment where all children are aware of classroom and camp rules and expectations and communication is consistent.
- Act as role model to youth – demonstrating good behavior and values.
- Collaborate with staff to create and maintain a positive camp environment.
- Communicate effectively with youth, parents, and fellow staff members.
- Maintain a healthy, safe and organized environment, including following daily cleaning responsibilities for classrooms and patio and field areas.
- Follow incident protocols and ensure clarity and timely submittals
- Exercise sound decision making, problem-solving skills, and de-escalation practices in resolving club members' needs or issues.
- As part of our staff team, identify day-to-day needs and areas of improvement.
- Participate and demonstrate leadership in Special Events and field trips as needed.

- Other duties as assigned.

### **Experience and Skills Required**

- Experience and/or interest working with young children.
- Demonstrated ability to lead activities for children younger than 10.
- Knowledge of the Coastside community and/or Boys & Girls Clubs helpful.
- High school degree (or equivalent work experience).
- Understanding of the developmental needs of youth.
- Strong oral communication skills.
- Ability to problem-solve during day-to-day Club activities.
- Ability to lead activities for a small group.
- Ability to deal effectively with members including discipline issues.
- Ability to pass required background checks.

### **Compensation and Benefits**

Salary range is \$17-\$21 per hour and dependent upon skill and experience.

### **How to Apply**

Complete the on-line application, linked [here](https://bgccoastside.org/careers/) (or on our website at <https://bgccoastside.org/careers/>).

Applications are received as they are submitted and the position will stay open until filled.

**BGCC is an equal opportunity employer.**

### **Disclaimer**

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