

The Boys & Girls Clubs of Bellevue serves youth from 2-19 years old in the Bellevue Area. Founded in 1952, the Boys & Girls Clubs provides a continuum of year round services for youth, including afterschool and summer programs, athletics, and preschool.

The Boys & Girls Clubs of Bellevue's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Boys & Girls Clubs of Bellevue currently has the following position available:

Program Coordinator

Location: South Bellevue Community Center

Position Status: Part-Time (25-29 hours per week)

Applicants MUST BE available: Mondays, Tuesdays, and Thursdays between the hours of 1:30-6:30pm; Wednesdays and Fridays between the hours of 11:00am-6:30pm. The hours for this position are mainly after school hours; however, there are extended hours on days that school is out and in the summer.

Salary & Benefits:

\$17.00-\$18.00 per hour. Increased salary may be available for bi-lingual speakers.

Monday through Friday schedule and 9 paid holidays per year.

Tuition reimbursement after one year of employment

Paid trainings and professional development

Project Learn Program Overview: Project Learn is an afterschool program for youth that offers tutoring and homework assistance; computer labs; special events; art; social recreation; and positive role models. Offering a caring, safe place for youth to go after school, Project Learn provides a structured and positive atmosphere where young people can learn and play.

General Description: The position will provide afterschool programming for school age youth. The position requirements include overseeing staff in the planning, developing and implementing of programs in a variety of core areas; providing guidance and discipline for youth; and working with parents and partners for the success of the youth.

Requirements and Qualifications:

- Four year degree in related field from an accredited college or university, or equivalent, is preferred
- Minimum of two years' work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people is preferred.
- Strong communications skills, both oral and written
- Demonstrated organizational, staff and project management abilities
- Group leadership skills, including an understanding of group dynamics
- Must be 21 years old or older
- Must pass National Background Check and Driving Record Check

Application Procedure: Interested candidates should reply with a cover letter and resume or apply on our website, www.bgcbellevue.org.