



Boys & Girls Clubs of Bellevue Job Announcement

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 is pleased to announce the following Job Opening:

Youth Program Assistant

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

Applicants **MUST BE** available: Monday, Tuesday, Thursday and Friday between the hours of 1:30-6:30pm and Wednesdays between the hours of 11:30-6:30pm. The hours for this position are mainly after school hours; however, there are extended hours on schools out days.

Salary & Benefits: \$9.00 to \$11.00 per hour. Increased salary may be available for bi-lingual speakers. Benefits include paid holidays, tuition reimbursement after one year of employment, and staff development trainings.

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 planning, developing and implementing programs in a variety of core areas, providing guidance for youth and working with parents and partners for the success of the youth.

Requirements and Qualifications:

- Applicants must have 6 months to a year of previous experience working in a Boys & Girls Club or similar after school setting.
- Demonstrated experience working with youth, parents and community partners.
- Demonstrated experience working in a team environment
- Strong communications skills, both oral and written.
- Must be at least 18 years old
- Must have completed high school; some college experience preferred
- Must pass National Background Check

Application Procedure: Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in working for Boys & Girls Clubs. Please also enclose an application and resume. Applications can be obtained online at www.bgcbellevue.org.