



**BOYS & GIRLS CLUBS**  
OF PORTLAND METROPOLITAN AREA

**Boys & Girls Clubs of Portland**  
**Job Announcement**  
**Youth Development Associate – Part Time**

Want to have fun at your job? Make art, play games, help someone with math or reading or teach fun classes all while impacting the lives of youth in a positive way! We are looking for highly motivated, enthusiastic people that want to spend the school year making a difference for our kids! If you are up for a fun challenge, this might be the place for you.

Boys & Girls Clubs of Portland is now accepting applications for Part Time staff positions available at Clubs/locations in inner SE Portland, outer SE Portland, NE Portland, N Portland, and Oak Grove! We have a location that will work for you!

Summer and ongoing academic year positions available. Shifts vary based upon location and need but are generally M-F between 2:00 pm and 7:00 pm in the school year. Please mark your availability clearly on the application form. Starting wage \$11.25 per hour.

**Applications forms available for download at <http://www.bgcportland.org/employment/>. Complete applications along with a letter of application and resume should be emailed to [jobs@bgcportland.org](mailto:jobs@bgcportland.org) or mailed to 8203 SE 7<sup>th</sup> Ave, Portland, OR 97202 or dropped off at any Boys & Girls Clubs of Portland location.**

#### Position Responsibilities

- YDAs are creative and know how to add fun to all activities as they plan, implement, and deliver exciting and engaging programs and activities for youth ages 6-18.
- YDAs care about youth and they ensure the incorporation of character development, age appropriate and gender-specific programs and activities.
- YDAs have empathy and a respect for all people and they ensure that culturally diverse and responsive programs are implemented.
- YDAs know that kids need both choice and structure and they provide guidance and discipline to ensure a safe and positive environment for youth.
- YDAs are organized and careful and they maintain and care for applicable equipment and supplies.
- YDAs are team players and complete other projects and duties that support BGCP.
- The Youth Development Associate will work in a variety of program areas and camps as needed.

Position Qualifications:

- High school degree or be working towards a degree.
- Knowledge of youth development principals and practices and one year experience working with youth is preferred.
- Enjoy working with people and possess a friendly and outgoing personality.
- Must be a team player.
- Strong communication skills, both oral and written.
- Must possess the ability to work independently without direct supervision.
- License to drive ( if over 21) and ability to drive Club vans a plus