



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
School Site Lead

Locations Available: Alder Creek Middle, Lot Whitcomb Elementary, Rowe Middle, Margaret Scott

Boys & Girls Clubs of Portland is seeking Site Lead Youth Development Professional's for our North Clackamas 21CCLC School sites and our Margaret Scott school location in East County to begin September 2019. The Site Lead Youth Development Professional is primarily responsible for the daily oversight of a club/school site program. The lead YDP is responsible for ensuring the program components and administrative tasks as laid out by the Site Director are being completed and adhered to. The Site Lead acts as supervisor on site when the Site Director is not available or on site. They work collaboratively with the Site Director to enhance and advance organizational trauma-informed priorities. The Site Lead acts as secondary Club liaison to school staff and community service agencies to provide resources and referrals to youth and families. This part time position works up to 28 hours per week and is paid at a wage of \$13.50 per hour.

Application Instructions: Please submit: (1) BGCP Employment Application which can be found at www.bgcportland.org, (2) Cover Letter, and (3) Resume to jobs@bgcportland.org. All requested materials must be submitted in order to be considered for a position.

All candidates must pass post-offer/pre-employment requirements, including: Criminal Background Check and Verification of Employment

Position Responsibilities:

- Act as SOS (supervisor on site) when site director is off-site.
- Provide support to BGCP Staff on guidance and discipline of members, positive behavior management techniques, and additional training resources supporting positive youth development.
- Act as a resource for staff providing appropriate/current information on at-risk children and families as well as youth guidance.
- Assist in maintaining break schedule and support in programming as necessary.
- Ensure member check-in and out procedures are executed in accordance with BGCP and School safety standards and ensure that membership and attendance information are accurately recorded.
- Engage teachers and school staff regarding current curriculum and projects so that club academic supports can be aligned with school day and regarding members attendance and academic performance so that targeted resources can provided.

- Engage members in mentoring, behavioral health support, and small group skill building.
- Provide guidance to Club members who need behavioral supports. Manage and assist in development of youth behavior plans. Support and participate in parent meetings as needed.
- Support incident report completion according to the joint expectations of BGCP and School District.
- Assist with the planning and implementation of family engagement programming including family events, orientations, etc and support on-going communication through diverse channels to engage and inform families of Club and broader community events, programming and resources. Act as a Club liaison with family members.
- Support Site Director in administrative tasks including tracking & maintenance of records, files, impact data, survey completion, field trip documentation, special event promotion, grant tracking and reporting, DHS reporting, and mandatory documentation.
- Support volunteers (check-in, checkout, address minor coaching, etc.).
- Participate in on-going training and professional development focused on trauma-informed practices and principals.

Position Qualifications:

- Must possess high school diploma or equivalent
- A minimum of one year work experience with youth planning and supervising activities based on the developmental needs of young people.
- Ability to meet schedules/deadlines while maintaining high accuracy
- Strong communication skills, both written and verbal