



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Youth Development Associate – Part Time
All Club Locations

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 their time making a positive 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 Club/school site locations across the Portland Area, North Clackamas and Hillsboro area. Shifts may vary based upon location and need but are generally M-F between the hours of 1:30 and 6:30 pm. Average number of hours is 25-28 per week. Please mark your availability clearly on the application form. Hourly wage is \$12.50 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 or mailed to 8203 SE 7th Ave, Portland, OR 97202 or dropped off at any Boys & Girls Clubs of Portland location.

Position Responsibilities

- YDAs are expected to be 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.
- YDA is willing to work in a variety of program areas as needed.
- 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, careful and they maintain and care for applicable equipment and supplies.
- YDAs are team players and complete other projects and duties that support BGCP values.
- The Youth Development Associate will work in a variety of program areas and camps as needed.
- YDAs can think on their feet if an activity or program is not working and adjust as needed.

- All BGCP employees are Mandated Reporters and must report any suspected Child Abuse or Neglect to their direct supervisor. YDA's may need to deal with stressful incidents that can occur in the daily commencement of their duties.

Position Qualifications:

- 18 years and older with a High school degree or be working towards a degree.
- Knowledge of youth development principles 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.
- License to drive (if over 21) and ability to drive Club vans a plus
- Bilingual a plus