



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

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

Are you looking for an afternoon job that lets you make a difference! Boys & Girls Clubs of Portland is now accepting applications for Part Time staff positions available at our Clubs and school sites. The Boys & Girls Clubs of Portland is looking for highly motivated, enthusiastic people that are up for a fun challenge. Learn new skills and receive over 35 hours of professional development training each year as you share your passion for art, sports, science, fun and games with our kids.

BGCP seeks individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who have a desire to create extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding communities, and are hungry for ongoing personal growth and professional development.

Youth Development Associates (YDA) work in a variety of areas, including front desk - greeting & checking in and out members and computer administrative supports through reporting and record keeping; social rec - games, gym, arts, homework help, computer tech and teen services - working with club members in program areas specially planned for their ages. Shifts vary based upon location and need but are generally M-F between the hours of 12:00 pm and 6:00 pm. Average number of hours is 20-25 per week but may be more as needed. Starting wage \$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:

- 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.
- Must possess the ability to work independently without direct supervision.
- Age 18 and over.

Boys & Girls Clubs of Portland is committed to a policy of equal employment opportunity. The organization will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, veteran status, race, color, religion, sex, national origin, physical or mental disability, age, or any other protected group status as defined by law. Boys & Girls Clubs of Portland will also not discriminate against employees or applicants based on sexual orientation.

Individuals who are deaf, hard of hearing or have speech disabilities may contact BGCP through the Telecommunications Relay Service by dialing 711.