



**BOYS & GIRLS CLUBS**  
OF INDIAN RIVER COUNTY

## EMPLOYMENT OPPORTUNITIES

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<b>AVAILABLE POSITIONS:</b>	Teen Director Art Director Front Desk Director Games Room Director Technology Director
<b>DEPARTMENT:</b>	Fellsmere Clubhouse
<b>REPORTS TO:</b>	Branch Director/Program Director
<b>SALARY RANGE:</b>	\$7.25-\$13.00/hour
<b>START DATE:</b>	Most positions will be available as early as August 9, 2010

**PRIMARY FUNCTION:**

- Plans, implements, supervises and evaluates programs and activities provided within a specific program area, such as Education, Technology, Art, Social Recreation, Arts & Crafts, and Physical Education.

**KEY ROLES (*Essential Job Responsibilities*)**

1. Create an environment that facilitates the achievement of Youth Development Outcomes.
2. Effectively implement and administer programs, services and activities for members.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare activity reports.
4. Ensure a productive work environment by participating in staff meetings and trainings.

**ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. May be required to drive Club van.

**SKILLS/KNOWLEDGE REQUIRED:**

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications. (training provided)
- Valid State Drivers License

**HOW TO APPLY:**

Send resume and application to Mandy Burnette via fax at 772-299-3840 or email to MandyBurnette@bgcirc.org. Applications can be downloaded at [www.bgcirc.org](http://www.bgcirc.org).  
**(Deadline for accepting resumes is July 16<sup>th</sup>, 2010.)**