

# Boys and Girls Clubs of Indianapolis- Lilly Unit

## 2015-2016 Position Openings

To apply: Send resume to Traneisha English [TEnglish@BGCIIndy.org](mailto:TEnglish@BGCIIndy.org) for consideration

### **Games Room Coordinator**

*3:30 pm -7:00 pm Monday- Friday available hours*

Start: August 6<sup>th</sup>

15-20 hours per week

**DESCRIPTION:** The Games Room Coordinator will plan and lead fun, educational, structured and age-appropriate activities in the games room for children ages 5-18. Provide positive guidance and discipline for youth in assigned program areas. Oversee games room area supplies and equipment (request additional supplies when needed, request equipment maintenance when needed), clean program area room daily (pick up trash, organize supplies, etc). Accurately track participation of members in programs as well as program outcomes and enthusiastically complete other duties as assigned.

**QUALIFICATIONS:** Ability to plan, lead and implement program activities. Significant experience working with children ages 5-18, especially leading group activities preferred. Ability to serve as a role model for members at the Club required. Basic computer skills and comprehension of Microsoft Office is necessary. Individual must be able to take direction and work both independently and collaboratively.

### **Homework Tutor**

*4:00 pm- 6:30 pm Monday-Friday*

Start: August 6<sup>th</sup>

15-20 Hours per week

**DESCRIPTION:** Assist education staff with daily Power Hour activities including Indiana's Kids. Tutors are asked spend time with members in daily reading and educational games (provided). Tutors have the opportunity to create educational games by working with the Education Director and Learning Center Coordinator. Prior to Power Hour, tutors may be asked to assist with snack and member free time or with set up of the Learning Center or Power Hour areas.

**QUALIFICATIONS:** Individual must have excellent communication and organizational skills. Exceptional knowledge and understanding of basic math, reading, science, and social studies concepts required. Must be able to take direction and be a positive role model to members at all times

### **Recreation Coordinator**

*3:30 pm -8:00 pm Monday- Friday available hours*

Start: August 6<sup>th</sup>

25-30 hours per week

**DESCRIPTION:** The Recreation Coordinator will plan and lead fun, educational, structured and age-appropriate physical activities and encourage healthy lifestyles for children ages 5-18. Recreation coordinator will also provide positive guidance and discipline for youth in assigned program areas. Oversee gym equipment (request additional supplies when needed, request equipment maintenance when needed), clean outdoor area room daily (pick up trash, organize supplies, etc). Accurately track participation of members in programs as well as program outcomes and enthusiastically complete other duties as assigned.

**QUALIFICATION:** Ability to plan, lead and implement program activities. Significant experience working with children ages 5-18, especially leading educational activities preferred. Ability to serve as a role model for members at the Club required. Basic computer skills and comprehension of Microsoft Office is necessary. Individual must be able to take direction and work both independently and collaboratively. Individual must have excellent communication and organizational skills. Education degree or related course work preferred.

**Technology Coordinator**

3:30pm-7:00 pm

Start: August 6<sup>th</sup>

15-20 Hours per Week

**DESCRIPTION:** The Technology Coordinator will plan and lead fun, educational, structured and age-appropriate computer activities in a computer lab setting for children ages 5-18. Provide positive guidance and discipline for youth in assigned program areas. Oversee Computer Lab supplies and equipment (request additional supplies when needed, request equipment maintenance when needed), clean outdoor area room daily (pick up trash, organize supplies, etc). Accurately track participation of members in programs as well as program outcomes and enthusiastically complete other duties as assigned.

**QUALIFICATION:** Ability to plan, lead and implement program activities. Significant experience working with children ages 5-18, especially leading technology based programs preferred. Ability to serve as a role model for members at the Club required. Knowledge of basic computer concepts such as Microsoft Office products and digital/video/audio production etc. preferred. Individual must be able to take direction and work both independently and collaboratively. Individual must have excellent communication and organizational skills. Degree or significant experience with computers/technology preferred.

**Learning Center Coordinator**

3:00 pm -7:00pm Monday- Friday available hours

Start: August 6<sup>th</sup>

20-25 Hours per Week

**DESCRIPTION:** The Learning Center Coordinator will plan and implement daily educational activity sessions as well as fun, educational, structured and age-appropriate activities for children ages 5-18. In coordination with the Education Director plan and carry out effective and appropriate incentive programs to encourage children to participate in Indiana Kids Programming and supervise groups of children during Power Hour. The learning Center Coordinator will also Supervise individual and/or groups of volunteer tutors during Power Hour. Ensure that volunteers are appropriately assigned to children who need tutoring help. Ensure that volunteers engaged and productive and follow applicable BGCI volunteer practices and procedures. Provide positive guidance and discipline for youth in assigned program areas. Oversee Learning Center supplies and equipment (request additional supplies when needed, request equipment maintenance when needed), clean program area room daily (pick up trash, organize supplies, etc). Accurately track participation of members in programs as well as program outcomes and enthusiastically complete other duties as assigned.

**QUALIFICATIONS:** Ability to plan, lead and implement program activities. Significant experience working with children ages 5-18, especially leading educational activities preferred. Ability to serve as a role model for members at the Club required. Basic computer skills and comprehension of Microsoft Office is necessary. Individual must be able to take direction and work both independently and collaboratively. Individual must have excellent communication and organizational skills. Education degree or related course work preferred.

**Teen Program Coordinator**

3:00 pm -9:00pm Monday- Friday available hours

Start: August 6<sup>th</sup>

20-28 Hours per Week

**DESCRIPTION:** Under the direction of the Teen Director individual must be willing to plan, lead, and direct Teen Members on a daily basis with an emphasis on Character & Leadership building.

The Teen Coordinator will also manage and implement teen and pre-teen programming. Individual will be responsible for weekly planning, scheduling, and program implementation. This opportunity will allow you to plan and implement youth programming with the supervision and support of trained and dedicated staff.

**QUALIFICATIONS:** Previous youth work experience required. Education, teen, camp, or other related experience is preferred. This position will require you to work closely with the staff, volunteers, and youth of the Boys and Girls Club on a constant basis. Ability to serve as a role model for members at the Club required. Basic computer skills and comprehension of Microsoft Office is necessary. Individual must be able to take direction and work both independently and collaboratively.

***Small Groups Coordinator***

*3:00 pm -7:00pm Monday- Friday available hours*

*Start: August 6<sup>th</sup>*

*15-20 Hours per Week*

**DESCRIPTION:** Under the direction of the Unit Director and Program Director, the Small Groups Coordinator will plan and lead fun, educational, structured and age-appropriate small group activities for children ages 5-18. The Small Groups Coordinator will also provide positive guidance and discipline for youth in assigned program areas. Oversee program supplies (request additional supplies when needed, request equipment maintenance when needed), clean outdoor area room daily (pick up trash, organize supplies, etc). Accurately track participation of members in programs as well as program outcomes and enthusiastically complete other duties as assigned.

**QUALIFICATIONS:** Ability to plan, lead and implement program activities. Significant experience working with children ages 5-18, especially leading educational activities preferred. Ability to serve as a role model for members at the Club required. Basic computer skills and comprehension of Microsoft Office is necessary. Individual must be able to take direction and work both independently and collaboratively. Individual must have excellent communication and organizational skills. Education degree or related course work preferred