

Youth Work Assistant - Work Study

WORKING HOURS/PAY RATE: \$10.15/hour through IU Federal Work Study Program, 10-15 hours/week Monday-Friday 3:30-7:00pm (at least two shifts a week)

VACATION/SICK DAYS: Unpaid, 2 per semester or annually

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

BENEFITS: Outlined in Employee Handbook

DATES: August 5, 2019 - May 22, 2020

JOB DESCRIPTION:

Assist with the development and leadership of programming for our k-6 program including planning and implementing daily programming and member management. Focus on providing fun, educational, and safe programming for club youth. Assist with direct service to youth through leadership of programs and activities, assist the operation of our daily program.

QUALIFICATIONS:

1. Prior Youth Work or volunteer experience preferred
2. Must be eligible for IU Federal Work Study Program
3. Individual must be able to work with large groups of youth
4. Must have graduated from High School

ESSENTIAL JOB FUNCTIONS:

1. Engage with our members (ages 6-18) in a fun & safe after-school program.
2. Report to Neil Smith.
3. Assume other duties as assigned.

WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
7. Ability to work in a professional environment and positively represent organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.



10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
12. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to
Neil Smith- Senior Unit Director
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