

## **Adventure Club Coordinator**

WORKING HOURS/PAY RATE: 25 hours a week/ \$10 per hour

VACATION/SICK DAYS: Unpaid, 2 per semester

HOLIDAYS: Unpaid days off

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

BENEFITS: None Provided

DATES: 1/6/2020-5/29/2020

BASIC JOB FUNCTION: The Adventure Club Coordinator will develop outdoor recreation programming for our 12-18 year old members. Programming must include experiential components such as hiking, climbing, canoeing, kayaking, and bike riding. Individual must follow and implement Leave No Trace principles and have a focus on environmental conservation. Individual must also be available to assist with transportation for field trips, finding partnerships in the community to provide quality programming and assisting in the recruitment of volunteers for those programs.

This opportunity will allow you to assist in the planning and implementation of programming with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor, and leader to diverse youth.

Individual will also lead Adventure Club and may have the opportunity to participate in the annual trip to Boundary Waters. PA would be paid for all working hours during trip.

EDUCATION/EXPERIENCE REQUIREMENTS: 2 or more year's youth work/volunteer experience required. Individual must be able to work with large groups of youth, and have education and or youth program knowledge. Supervision experience preferred.

### SKILLS/KNOWLEDGE 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.

### ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily programs that encourage members to take part in their community and to inspire them to be better citizens.
2. Create and maintain various programs for members to remain involved in.
3. Encourage a positive environment for members to learn, interact, and grow.
4. Conduct small and large group active enrichment activities.
5. Assist with clean up and organization of all program areas.
6. Build positive relationships with youth, volunteers, parents, schools, and community.
7. Assist with tracking daily attendance and other applicable program administrative duties.

8. Assist with preparing information for reporting purposes when necessary.
9. Attend mandatory staff meetings and training sessions.
10. Report to Teen Program Director.
11. Assume other duties as assigned.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. 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.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to  
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