



Boys & Girls Clubs of Bloomington – Positions Available

For Additional Questions contact Pam Martindale, Operations Assistant
pmartindale@bgcbloomington.org (812) 332 – 5311 ex. 227

For more details about each position, visit bgcbloomington.org/work

Professional (Full-Time) Positions – Americorps VISTA Positions

- *There are no VISTA positions available at this time.*

Ferguson Crestmont Unit – 1111 W. 12th St., Bloomington, IN (812) 336-6501

*send resume to Tabitha Cassani: tcassani@bgcbloomington.org

- *Program Director-Academic Success* - Full time, 40 hrs/wk, \$35,000 - \$40,000 annual salary. Responsible for creating, implementing, and overseeing the daily delivery of a broad range of enriching programs in the Club, with special attention to Academic Success programming, including STEAM and literacy. Coordinate outreach programming including instruction of family initiatives and assurance of goals and objectives of approved Program Design. Program Director will also assist in hiring, training, and supervising, staff, interns, and volunteers. Work closely with staff, teachers, parents/guardians, community partners, and stakeholders to ensure each child is supported and his/her needs are being met. Ensure Club participant's full data is collected, entered, along with progress being tracked and monitored. Ensure that all BGCB rules and regulations as well as Health and Safety for school-age child care are met by each staff member. Interact with members and/or families onsite as well as offsite events. Will acquire a Chauffeur's license/ For Hire Endorsement and transport members in a safe and secure manner.
- *Academic Success AmeriCorps Member* - 900 hr commitment, stipend of \$8,100 paid out in bi-weekly increments. Increase academic success and engagement of youth. Provide direct programs to children and youth, ages 5-18 years, in the after school setting. Implement daily activities including: tutoring, conflict resolution, health and safety, enrichment, recreation, clubs, etc. Recruit and support additional volunteers at sites to build organizational capacity. More information about the AmeriCorps program can be found here: <http://www.indianabgc.org/amicorps>
- *Social Emotional Learning AmeriCorps Member* - 900 hr commitment, stipend of \$8,100 paid out in bi-weekly increments. Provide an innovative approach to support youth in their social emotional learning, life skill development, and coping skills in areas such as trauma, stress, anxiety, or behavior management through individual and group services. Serve one-on-one and in small groups with youth to provide case management services during the school day, conduct individual goal setting and monthly progress reporting and will work with BGC staff and school personnel to identify and offer individual services to the kids who need this support the most both during school and after school. More information about the AmeriCorps program can be found here: <http://www.indianabgc.org/amicorps>

Ellettsville Unit – 8045 State Road 46, Ellettsville, IN 47429 (812) 935-6970

*send resume to Tabitha Cassani: tcassani@bgcbloomington.org

- *School Day Program Coordinator - Fall Semester, Temporary Employment.* 35 hrs/wk, \$10-12/hr. Responsible for overseeing the delivery of Virtual Learning of a small group (15 Elementary age children) of MCCSC students at the Boys & Girls Clubs of Bloomington. Oversight will include supervision of the room, assisting students with comprehension of school work, and upholding safety protocols and policies. Responsibilities during the non-Virtual Learning time will include the planning, development, and implementation of engaging programs and activities within the club.
- *Academic Success AmeriCorps Member* - 900 hr commitment, stipend of \$8,100 paid out in bi-weekly increments. Increase academic success and engagement of youth. Provide direct programs to children and youth, ages 5-18 years, in the after school setting. Implement daily activities including: tutoring, conflict resolution, health and safety, enrichment, recreation, clubs, etc. Recruit and support additional volunteers at sites to build organizational capacity. More information about the AmeriCorps program can be found here: <http://www.indianabgc.org/amicorps>

Lincoln Street Unit – 311 S Lincoln St., Bloomington, IN 47401 (812) 332-2970

*send resume to Neil Smith: nsmith@bgcbloomington.org

- *Program Assistant* - 20-25 hrs/wk, \$10-\$11/hr. 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.

Camp Rock – 7599 N. Tunnel Rd., Unionville, IN 47468 (812) 339-7952

*send resume to Jack Laskey: jlaskey@bgcbloomington.org

- *Check back in spring of 2021*

Resource Development & Administration – 803 N. Monroe St., Bloomington, IN 47404 (812) 332-5311

*send resume to Leslie Abshier for Resource Development: labshier@bgcbloomington.org

*send resume to Victoria Jones for Administration: vjones@bgcbloomington.org

- *Archives Intern* - Unpaid Internship, Office & archival experience. Flexible onsite work, ongoing open position. The Archives Intern will support the company's ongoing efforts to preserve and celebrate its nearly 64-year business history. In this role, you will be working as part of the Administrative team in the Kenworthy Administration Center. Your responsibilities will include the identification, cataloging, processing, and physical or digital preservation of company archive materials. Additionally, you will help develop an efficient process for maintaining the company archives collection for the long term. You will also have the chance to contribute to the communications plan for sharing the archives with staff members. Receive on the job training. Requirements: Working knowledge of Google Drive and Windows computers, strong organizing, researching, and planning skills with attention to detail. Excellent communication and

interpersonal skills. Ability to work on multiple projects simultaneously in a fast-paced environment. Contact Victoria Jones.

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