



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

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

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

- *GRO Skateboarding Program Intern - \$1,000 stipend per semester, 15-20 hr/wk OR AmeriCorps Stipend - The GRO Skateboarding Program teaches not only the skills of skateboarding, but also the information about the sport, safety, equipment and etiquette that better empowers riders to succeed. The GRO intern will implement curriculum, manages behaviors of participants and collects data for grant reporting.*
- *Club Riders Program Intern- \$1,000 stipend per semester, 15-20 hr/wk OR AmeriCorps Stipend - Club Riders is an introduction to safe commuter-style bicycle riding in a non-competitive positive environment led by experienced caring adults. The purpose of Club Riders is to promote bicycling as a safe means of travel around Bloomington as well as to encourage physical activity and healthy choices by the Boys & Girls Club members. Club Riders Interns are responsible for planning and executing safe rides, maintenance and care of BGCB equipment, and educating youth on riding etiquette and safety. Interns will also track attendance, location, and distance of rides.*
- *Social Media Intern - \$1,000 stipend per semester, 15-20 hr/wk OR AmeriCorps Stipend - This intern will create a semester marketing plan targeting parent communication of Club programming and policies and assist in managing the Parent Facebook group with frequent posts of daily activities and upcoming events. They also are responsible for creating content for our Resource Development team, including taking photos, video creation, interviewing members, etc.*
- *Member Inclusion Intern - \$1,000 stipend per semester, 15-20 hr/wk OR AmeriCorps Stipend - This intern will 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 support. They will also serve members in supervised one-on-one capacity 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 the Member Inclusion Director. This position will have administrative tasks related to data management.*

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

*send resume to Eric Yandl: eyandl@bgcbloomington.org

- *Program Coordinator - 29 hrs/wk \$11-\$13/hr. Lead 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. Directly serve youth through leadership of programs and activities, assist the operation of our daily program.*
- *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.*

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

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

- *Program Coordinator - 29 hrs/wk \$11-\$13/hr. 5/24/2021-8/6/2021 Lead 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. Directly serve youth through leadership of programs and activities, assist the operation of our daily program.

- *Arts Coordinator - 15-20 hr/wk \$11/hr* (Art Coordinator typically works 2-3 days per week) 5/24/2021-8/6/2021; The Arts Coordinator will be responsible for all aspects of arts and crafts programming for Boys & Girls Club Summer Center and Camp Rock. Coordinator will be expected to plan and lead interactive art programming for groups of members entering grades 1-8 on a daily basis. Excellent opportunity for leadership and to develop program/curriculum design, classroom management and implementation skills. Opportunity to manage a small budget.
- *Athletics Coordinator - 15-20 hr/wk \$11/hr* (Athletics Coordinator typically works 2-3 days per week) 5/24/2021-8/6/2021; The Athletics Coordinator will be responsible for all aspects of physical recreation programming for Boys and Girls Club Summer Center and Camp Rock. Expected to plan and lead fun and engaging programming and interactive sports and games for members. Coordinator is responsible for planning and implementing programs that teach sportsmanship, teamwork, healthy living, character and an appreciation for physical activity and recreation. Excellent opportunity for leadership and to develop program/curriculum design, classroom management and implementation skills. Intern works from an existing resource manual but is afforded the freedom to add his/her personal twist.
- *Outdoor Education/Garden Coordinator - 15-20 hr/wk \$11/hr* (Outdoor Education/Garden Coordinator typically works 2-3 days per week) 5/24/2021-8/6/2021; The Outdoor Education/ Garden Coordinator will be responsible for all aspects of outdoor living skills and gardening programming. Expected to plan and lead fun and engaging interpretive programming for members with a focus on topics including gardening skills, plant science, outdoor survival skills (shelter building, fire building, wild edibles, etc.) and conservation. Expected to lead membership maintaining several garden boxes throughout the summer.
- *Club Riders Program Coordinator - 5-10 hr/wk \$11/hr* 5/24/2021-8/6/2021- Club Riders is an introduction to safe commuter-style bicycle riding in a non-competitive positive environment led by experienced caring adults. The purpose of Club Riders is to promote bicycling as a safe means of travel around Bloomington as well as to encourage physical activity and healthy choices by the Boys & Girls Club members. Club Riders Interns are responsible for planning and executing safe rides, maintenance and care of BGCB equipment, and educating youth on riding etiquette and safety. Interns will also track attendance, location, and distance of rides.
- *Program Assistant - 20-25 hrs/wk, \$10-\$11/hr.* 5/24/2021-8/6/2021 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: jlasky@bgcbloomington.org . Position Dates May 24th-July 30th, 2021

- *Aquatics Director - 33 Hours /wk, \$12.00/hr;* Primary responsibilities include the training and supervision of waterfront lifeguard staff. The Aquatics Director oversees all aquatics programs including lakefront swimming, fishing and boating. Aquatics Director plans special aquatics experiences, instructional swim time and programs for campers. Responsible for risk management and emergency preparedness standards as outlined by the American Camping Association. Serves as primary supervisor in the absence of Camp Director and Assistant Camp Director. Reports to Camp Director & Assistant Director. Staff members attend a mandatory week of training and orientation.
- *Unit Leader/Lifeguard; Unit Leader (Counselors) - Full Time (Seasonal) 40+ hr/wk, \$9.25-\$9.50/hr;* Camp Rock Unit Leaders are responsible for the direct daily supervision of campers. Counselors are responsible for a specific group of 10-12 campers and the entirety of their camp experience. Counselors serve as consistent role models and leaders for their group of campers throughout the summer season. Unit Leaders work with a partner and are responsible for planning and facilitating “Counselor Led Activities” multiple times a week. **Unit Leader/Lifeguards** have the additional responsibility of serving as a lifeguard for their group during swimming, boating and fishing.
- *Program Director - \$1,000 stipend, 15-20 hr/wk* (Program Director typically works 2-3 days per week unless position is adapted to increase hours for internship requirements); Plans and leads special programs and events for Camp Rock campers including but not limited to all-camp activities, theme days & programs and minor field trips. This intern is responsible for making camp *special* for campers by adding extra layers of program, special touches, fun activities & competitions and any other creative additions they can dream up! They also create and lead staff team building initiatives, appreciation initiatives and competitions. Depending on the number of hours worked per week, they may also

lead daily camp programs and/or assist staff with aquatics activities. This internship may be adapted to meet SPH Internship Requirements.

- *Arts Director - \$1,000 stipend, 15-20 hr/wk* (Art Director typically works 2-3 days per week); The Arts Director will be responsible for all aspects of arts and crafts programming for Boys & Girls Club summer day camp, Camp Rock. Intern will be expected to plan and lead interactive art programming for groups of campers entering grades 1-8 on a daily basis. Excellent opportunity for leadership and to develop program/curriculum design, classroom management and implementation skills. Opportunity to manage a small budget. Intern will support the Boys & Girls Club mission through art programming and foster an appreciation for art and encourage self expression and creativity in campers.
- *Athletics Director - \$1,000 stipend, 15-20 hr/wk* (Athletics Director typically works 2-3 days per week); The sports/athletics intern will be responsible for all aspects of physical recreation programming for Boys and Girls Club summer day camp, Camp Rock. Expected to plan and lead fun and engaging programming and interactive sports and games for campers. Intern is responsible for planning and implementing programs that teach sportsmanship, teamwork, healthy living, character and an appreciation for physical activity and recreation. Excellent opportunity for leadership and to develop program/curriculum design, classroom management and implementation skills. Intern works from an existing resource manual but is afforded the freedom to add his/her personal twist. This internship may be adapted to meet SPH Internship Requirements.
- *Outdoor Education/Garden Director - \$1,000 Stipend, 15-20 hr/wk* (Outdoor Education/Garden Director typically works 2-3 days per week); The Outdoor Education/ Garden Director will be responsible for all aspects of outdoor living skills and gardening programming. Expected to plan and lead fun and engaging interpretive programming for campers with a focus on topics including gardening skills, plant science, outdoor survival skills (shelter building, fire building, wild edibles, etc.) and conservation. Expected to lead campers in maintaining several garden boxes throughout the summer.
- *Archery & Adventure Director - \$750 stipend, 8-10 hr/wk*; The Archery/ Adventure Director will be responsible for all aspects of archery programming and range management. Expected to plan and program for groups of campers entering grades 4-5 and 6-8. Required to attend a full-day training to be certified as a range master through the NADA. Training will take place during pre-camp training week. Archery/ Adventure Director teaches archery on a weekly basis and infuses into his/her lessons the concepts of sportsmanship, self-control, communication, concentration and healthy competition. Intern is also responsible for programs that teach topics that might include teambuilding or 'low ropes'/cooperative initiatives. Intern will work with campers as young as grades 1-3 in this role. This internship may be adapted to meet SPH Internship Requirements.

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

*send resume to Leslie Abshier for Resource Development: labshier@bgcbloomington.org. Position Dates May 17th-Aug 13th, 2021 (negotiable)

- *Events & Marketing Director - full-time, salaried position. \$40,000 - \$52,500. Start date March 22, 2021.* Works with the RD Director in all aspects of Development, focused primarily on overseeing Events and Marketing. Works with the RD Director, Donor Relations Director, and Executive Director to ensure smooth fundraising operations for the Boys & Girls Clubs of Bloomington. Required: Strict attention to details in all tasks; exceptional organizational and prioritization skills; proof of work history managing logistics of events or projects; PC proficiency, and experience with word-processing and spreadsheets, high level of communication skills. See bgcbloomington.org/work for full description.
- *Events Intern - \$300-\$500 stipend depending on hours and experience - 20 hrs/wk (negotiable);* assists the Resource Development team with all aspects of event planning including fundraising events, program events, donor relations events, and more.
- *Resource Development Intern - \$300-\$750 stipend depending on hours and experience - 20-40 hrs/wk (negotiable);* assists the Resource Development team with all fundraising and donor relations activities including event planning, grant management, marketing, donor relations activities, annual campaign support, board support, and more.
- *Donor Relations Intern - \$300-\$750 stipend depending on hours and experience - 20-40 hrs/wk (negotiable);* assists with management of the donor database, provides support for donor cultivation, supports Board cultivation programs, and more.

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