



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

- *Membership Coordinator - 29 hrs/wk \$10-\$12/hr.* The Membership Coordinator is responsible for the intake and greeting of all Boys & Girls Club guests. Tasks will include answering the phone, registering new members, greeting visitors that enter the facility, and directing all individuals to their appropriate destination. The individual is also responsible for filing and data management of members and volunteer staff, monitoring/managing flow of pedestrian traffic entering and leaving the building, with special attention to safe/secure member entry and exit. Membership Coordinator will also maintain a member and volunteer tracking system.

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.

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.
- *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: jlaskey@bgcbloomington.org . Position Dates May 24th-July 30th, 2021

- *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.

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)

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

- *Receptionist - 25 hrs/wk, \$12/hr.* The objective of the position is to maintain a presence at the front desk to greet and assist guests. When not welcoming a guest, the receptionist will assist in administrative tasks. High school degree or equivalent certification. Strong communication and organizational skills required. Must be hard-working, motivated, enthusiastic, willing to learn, and poised under pressure. Must have strong computer skills and be able to multitask. Previous customer service experience preferred. Applications are being accepted through April 2.
- *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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