



Boys & Girls Clubs of Bloomington – Positions Available

For Additional Questions contact jobs@bgcbloomington.org or (812) 332 – 5311 ex. 227
For more details about each position, visit bgcbloomington.org/work

Professional Positions - Social Worker

Kenworthy Administration Center - 803 N. Monroe St., Bloomington, IN 47404 (812) 332-5311

- **Resource Development Intern - 15-25 hrs/wk \$600-\$800 stipend available depending on hours -** Resource Development Intern will assist the development team in their efforts to generate financial support by targeting corporations, foundations, civic groups and individual donors within the community. Responsibilities can be included but not limited to the assistance with the overall coordination of events, campaigns, collateral and marketing materials; donor communications and appeals as needed; assisting with grants in record keeping or reporting; qualitative and quantitative data entry, fiscal reporting requirements and other general office work, as assigned.
- **Media Intern - 10 hrs/wk \$350 stipend -** Media Intern will assist in managing all branding, marketing, and design activities related to Resource Development. Responsibilities can include, but not limited to creating marketing materials for the organization such as program info sheets, event flyers, invitations, and other materials; maintaining, updating, and creating content for social media sites; creating content for the organization webpage; creating advertisements for the local news media; writing and editing press releases; attend Club events and programming sessions as available to take photographs or video. ***MUST*** be able to use InDesign.
- **Events Intern - 10 hrs/wk \$350 stipend -** Event Intern will assist the development team in their efforts to generate financial support by targeting corporations, foundations, civic groups and individual donors within the community in an effort to execute an event. Responsibilities can be included but not limited to the assistance with the overall coordination of events (sponsorships, in-kind donations, marketing, event processes, etc.), campaigns, collateral and marketing materials; donor communications and appeals as needed; assisting with grants in record keeping or reporting; qualitative and quantitative data entry, fiscal reporting requirements and other general office work, as assigned.
- **Grants Intern - 10 hrs/wk \$350 stipend -** Grants Intern will assist the development team in their efforts to generate financial support through grants. Responsibilities can be included but not limited to the assistance with the overall coordination of grant writing, research and tracking. Also, assisting with grants in record keeping or reporting, qualitative and quantitative data entry, fiscal reporting requirements and other general office work, as assigned. Some marketing and donor communications with grant funders may be required.

Americorps VISTA Positions | 40 Hours/Week | 12 Months | Benefits - These are volunteer positions that are paid by stipend for the year. Details regarding Americorps VISTA benefits and stipends can be found here. Three Americorps VISTA positions are available at this time:

- *Resource Development & Communications* - position description here
- *Program Management* - position description here
- *Human Resource Management* - position description here

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

- *Teen Program Coordinator - 29 hrs/wk \$13-\$15/hr.* The Teen Program Coordinator plans, implements, supervises and evaluates activities with young people ages 11-18, such as Healthy Lifestyles, Academic Success, Character & Leadership Development and Access to the Arts.
- *Teen Program Americorps Member - 20-30 hrs/week \$11-13/hr.* The Teen Program AmeriCorps assists in planning the Club teen program and implements activities with young people ages 11-18, such as Healthy Lifestyles, Academic Success, Character & Leadership Development and Access to the Arts.
- *Healthy Lifestyles Americorps Member - 20-30 hrs/week \$11-13/hr.* The Healthy Lifestyles AmeriCorps member plans and implements healthy lifestyles programming at the Club, including but not limited to sports, recreation, drug & alcohol prevention, and food & nutrition. This staff will provide fun, educational, and safe programming for Club youth. The Healthy Lifestyles AmeriCorps member may also be responsible for creating and running community health and open gym events.
- *STEM Program Americorps Member - 20-30 hrs/week \$11-13/hr.* The STEM (Science, Technology, Engineering & Math) Coordinator will be the lead staff with oversight of tech programs for kindergarten through fifth grade. The coordinator will focus on providing fun, educational, and safe programming for club youth focusing on the STEM programming.

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

- *Teen Program Americorps Member - 20-30 hrs/week \$11-13/hr. Primarily work Tuesdays and Thursdays.* The Teen Program AmeriCorps assists in planning the Club teen program and implements activities with young people ages 11-18, such as Healthy Lifestyles, Academic Success, Character & Leadership Development and Access to the Arts.
- *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, assisting the operation of our daily program.
- *Healthy Lifestyles Americorps Member - 20-30 hrs/week \$11-13/hr.* The Healthy Lifestyles AmeriCorps member plans and implements healthy lifestyles programming at the Club, including but not limited to sports, recreation, drug & alcohol prevention, and food & nutrition. This staff will provide fun, educational, and safe programming for Club youth. The Healthy Lifestyles AmeriCorps member may also be responsible for creating and running community health and triple play events.
- *STEM Program Americorps Member - 20-30 hrs/week \$11-13/hr.* The STEM (Science, Technology, Engineering & Math) Coordinator will be the lead staff with oversight of tech programs for kindergarten through fifth grade. The coordinator will focus on providing fun, educational, and safe programming for club youth focusing on the STEM programming.

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

- *Summer Center Youth Development Professional- Coordinator - 29 hrs/wk \$13/hr.* Lead the development and leadership of programming for our K-6 OR Teen 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, assisting the operation of our daily program.
- *Summer Center Youth Development Professional- Assistant - 20-25 hrs/wk, \$12/hr.* Assist with the development and leadership of programming for our K-6 OR Teen 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.
- *Membership Desk Coordinator - 29-40 hr/wk \$14/hr.* Individual is responsible for the intake and greeting of all Boys & Girls Club guests. Tasks will include answering the phone, registering new members and campers, greeting visitors that enter the facility, and directing all individuals to their appropriate destination. Individual is also responsible for filing and data management of members and volunteer staff. Monitor/manage flow of pedestrian traffic entering and leaving building, with special attention to safe/secure member entry and exit. Serve as ambassador to the Club. Maintain/implement member and volunteer tracking system.

Camp Rock – 7559 North Tunnel Road, Unionville, In 47468 (812) 287-7431

Position Dates May 16th-July 29th, 2022

Job Title: Counselor; Counselor/Lifeguard

Hours Per Week: Full Time 40+

Number of Positions: 6 Counselors; 3 Counselor/Lifeguards

Pay Range: \$12.00-12.25/hr

Description: Camp Rock Counselors 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. Counselors are responsible for planning and facilitating “Counselor Led Activities” multiple times a week. **Counselor/Lifeguards** have the additional responsibility of serving as a lifeguard for their group during swimming, boating and fishing.

Qualifications: Minimum age 18. High school diploma required, some college preferred. Camp Rock counselors are dynamic individuals who enjoy the outdoors and have a strong desire to share that enthusiasm with youth from a variety of backgrounds. Mature, confident, self-starting personality is a must! Solid judgment and leadership skills required. Youth work or camp experience required. Guarding experience is preferred for lifeguards, though certification can be obtained through camp training.

Job Title: Part Time Counselor/Lifeguard

Hours Per Week: 20-25 hours per week

Number of Positions: 2

Pay Range: \$12.00-12.25/hr

Description: Camp Rock Part Time Counselors are responsible for the direct daily supervision of campers. Part Time Counselors are responsible for helping maintain staff to camper ratios, assisting with aquatic activities and serving as substitutes for Full Time Counselors . Counselors serve as consistent role models and leaders for their group of campers throughout the summer season. Counselors are responsible for planning and facilitating “Counselor Led Activities” multiple times a week. **Counselor/Lifeguards** have the responsibility of serving as a lifeguard for their group during swimming, boating and fishing.

Qualifications: Minimum age 18. High school diploma required, some college preferred. Camp Rock counselors are dynamic individuals who enjoy the outdoors and have a strong desire to share that enthusiasm with youth from a variety of backgrounds. Mature, confident, self-starting personality a must! Solid judgment and leadership skills required. Youth work or camp experience required. Guarding experience is preferred for lifeguards, though certification can be obtained through camp training.

Job Title: Camp Program Director

Compensation: \$12.00/hr

Number of Positions: 1

Hours per Week: 15-20 (Program Director typically works 2-3 days per week unless position is adapted to increase hours for internship requirements)

Job Description: 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 position 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 position may be adapted to meet SPH Internship Requirements.

Qualifications: Youth work or camp experience preferred. Attention to detail, strong organization skills and enthusiasm required! Familiarity with developmental stages of youth and group management skills preferred.

Job Title: Athletics Director

Compensation: \$12.00/hr

Number of Positions: 1

Hours per Week: 15-20 (Athletics Director typically works 2-3 days per week)

Job Description: The Athletics Director will be responsible for all aspects of physical recreation (Sports & Games) programming for Boys & Girls Club’s summer day camp, Camp Rock. Expected to plan and lead fun and engaging programming and interactive sports and games for campers. This position 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 position may be adapted to meet SPH Internship Requirements.

Qualifications: Well qualified candidates will possess an understanding of and a passion for introducing children to physical recreation experiences and concepts. This internship requires an enthusiastic, self starting personality with exciting ideas for implementing fun and engaging athletics programs for campers. Intern should be mature, confident, and enthusiastic and possess strong judgment in relation to risk management.

Job Title: Outdoor Education/Garden Director

Compensation: \$12.00/hr

Number of Positions: 1

Hours per Week: 15-20 (Outdoor Education/Garden Director typically works 2-3 days per week)

Job Description: 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.

Excellent opportunity for leadership and to develop curriculum design, interpretive programs and classroom management. Opportunity to learn to manage a budget and grant requirements. Intern works from an existing resource manual but is afforded the freedom to add his/her personal twist. This position may be adapted to meet SPH Internship Requirements.

Qualifications: Well qualified candidates will possess an understanding of and a passion for connecting children with nature and the environment. This position requires an enthusiastic, self starting personality with exciting ideas for implementing fun and engaging outdoor education programs for campers. Should be mature, confident, and enthusiastic and possess strong judgment in relation to risk management. Experience maintaining a garden preferred. Ability to assist in establishing and planting the garden in early May a plus.

Job Title: Archery & Adventure Director

Compensation: \$12.00/hr

Number of Positions: 1

Hours per Week: 15-20 (Archery & Adventure Director typically works 2-3 days per week)

Job Description: 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.

Qualifications: This position requires an enthusiastic, self-starting personality with exciting ideas for implementing a fun and engaging hands-on program. Must possess sound judgment and strong youth management and behavior management skills to successfully and safely manage an archery program.

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To apply- send resume to jobs@bgcbloomington.org

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