



## **Boys & Girls Clubs of Bloomington – Positions Available**

For Additional Questions contact [bflorey@bgcbloomington.org](mailto:bflorey@bgcbloomington.org) or [jobs@bgcbloomington.org](mailto:jobs@bgcbloomington.org) or (812) 332 – 5311 ex. 227

For more details about each position, visit [bgcbloomington.org/work](http://bgcbloomington.org/work)

### **Professional Positions**

- **Social Worker- Full time/\$45,000 per year/Benefits**

The Club Social Worker will be responsible for advocating for services, providing ongoing individual and family support, crisis intervention, conflict resolution and mediation. This individual will work with Clubhouse staff to develop prevention and intervention strategies for members and their families. There may be opportunities to organize and lead short-term small groups for members and/or parents addressing issues/topics including, but not limited to, parenting, substance use/abuse, sexuality, self-esteem, peer leadership, and general health and fitness.

QUALIFICATIONS: Master's of Social Work (MSW) and three years pre- or post- Masters experience working with youth and families. Knowledge of local social service issues, trends, and resources preferred.

- **Accounting Director- Full time/\$68,500-\$71,000/Benefits**

Boys & Girls Clubs of Bloomington is in search of a self-directed and experienced accountant responsible for managing all of the organization's financial and donor activities and reporting requirements. Works in conjunction with the Executive Team to ensure the smooth business operations of the accounting and fundraising processes of the organization. This position will NOT do any fundraising, but supports all clerical and administrative work of the Resource Development department as well as the accounting for the whole organization. This is a fantastic opportunity for a professional who thrives in a busy workplace and is well-versed in working closely with senior management and current accounting systems and best practices.

### **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* - This VISTA position will create protocols, procedures, and plans to build the foundation that will sustain the organization's facilities and programming expansions.
- *Program Management* - The VISTA will create an overarching program plan for all three Club sites and build relationships with program partners in order to expand quality services to at-risk youth.
- *Human Resource Management* - The Human Resources VISTA will create protocols, procedures, and plans to build the foundation that will sustain the organization's facilities and programming expansions.

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

- *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.
- *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.

- *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**

- **Program Director-Teen and Camp - Full-time/Benefits - \$35,600**  
Responsible for overseeing the delivery of a broad range of teen programs (12-18 years old) within the unit, with a focus on programs relating to Academic Success, Character & Leadership, and Healthy Lifestyles. Plan, develop, oversee implementation and supervise programs and program staff. Responsible for implementing, ensuring, and conducting enriching program activities for youth both inside and outside of the unit. The Ellettsville Program Director will assist in the hiring and managing all staff, interns, and volunteers with the assistance of the Unit Director. They will not be directly responsible for specific programs if desired, but will be integral to the successful implementation of all activities.
- **Program Director-Academic Success - Full-time/Benefits - \$35,600**  
Responsible for overseeing the delivery of a broad range of programs within the unit, with a focus on programs relating to Academic Success, including STEAM and literacy. Plan, develop, oversee implementation and supervise programs and program staff. Responsible for implementing, ensuring, and conducting enriching program activities for youth both inside and outside of the unit. The Ellettsville Program Director will assist in the hiring and managing all staff, interns, and volunteers in the Academic Success program areas with the assistance of the Unit Director. They will not be directly responsible for specific programs if desired, but will be integral to the successful implementation of all activities.
- **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.
- **Teen Program Coordinator Americorps Member - 20-30 hrs/week \$11-13/hr.** Primarily work Tuesdays and Thursdays. The Teen Program AmeriCorps assists in planning the eClub 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 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.

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**To apply- send resume to [jobs@bgcbloomington.org](mailto:jobs@bgcbloomington.org)**

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