Program Assistant

LOCATION: Alderwood Boys & Girls Club
ADDRESS: 19719 24th Ave W #10, Lynnwood WA 98036
COMPENSATION: DOE
TIMES/DAYS: Schedule varies: Monday through Friday.

JOB DESCRIPTION/DUTIES:

- Providing kids 5-12 with fun & safe atmosphere
- Supervise large groups of youth
- Provide homework assistance to Club members daily
- Opening/closing responsibilities as well as handling monies, attendance, record keeping
- Provides behavioral guidance services to Club members
- Assist with BGCA program planning and implementation
- Other duties as assigned
- Collaborating with Club staff and volunteers to execute daily programs and activities
- Ability to speak Spanish a plus

QUALIFICATIONS: Applicants must have a positive attitude and a desire to work with kids. Experience in youth development and recreation is a plus. CPR & First Aid/ Pathogens Certification must be obtained within 90 days of hire. All employees must pass a criminal background check and drug test before the date of hire. Employees must also register with the Department of Early Learning MERIT system. Age 18+

APPLICATION PROCEDURE:

Please email Resume & Cover Letter to: mneumeister@bgcsc.org and hr@bgcsc.org

Equal Opportunity Employer