



BOYS & GIRLS CLUBS
OF THURSTON COUNTY

**Yelm Branch
Position Announcement**

Title: Program Staff
Supervisor: Branch Director
Status: Part-Time (Non-exempt) 15-20 hours per week
Salary Range: Minimum Wage+ DOE

Job Summary: Under the direct supervision of the Branch Director, the Program Staff member plans, implements, supervises, and/or assists with program activities within a specific Priority Outcome Areas (Academic Success, Healthy Lifestyles, and/or Good Character & Citizenship). Job duties could also include supervision of the front desk.

Qualifications:

Education: High School Diploma required (or current enrollment)

Experience: Minimum of one year in youth development; Boys & Girls Club experience preferred, but not required.

Skills:

- Program development geared to youth ages 5-14, especially related to youth enhancement programs.
- Knowledge of youth development principles and developmental characteristics.
- Ability to plan, organize, and manage programs.
- Excellent oral and written communications skills.
- Interpersonal skill development.
- Data analysis, record keeping and reporting.
- Mandatory CPR and First Aid Certifications.

PLEASE SEND RESUME TO:
Andrew Chase, Branch Director
achase@bgctc.org
Boys & Girls Clubs of Thurston County