



## Clubhouse Staff

**PART-TIME POSITION:** This is a seasonal position at Boys & Girls Club of Corvallis that begins at the end of August and ends in June, following the Corvallis School District calendar.

**HOURS:** Scheduled hours are generally 2:30-6:30 pm, M-Th and 1:30-6:00 pm on early release Fridays, plus meetings and trainings.

**WAGE:** \$10.75/hour

### General Description:

Under the supervision of the Clubhouse Manager, the Clubhouse Staff is responsible for the supervision of the club members in a defined programming space, keeping general areas clean and organized on a daily basis, engaging youth with programs and activities, working as part of a team, disciplining youth and implementing positive youth development strategies and practices in compliance with the Boys & Girls Club of Corvallis' mission and philosophy. The Clubhouse Staff does not exercise supervision over other employees but is responsible for overseeing and utilizing volunteers assigned to their area and collaboration with other staff and interns.

### Qualifications:

- ◆ The Clubhouse Staff must have a high school diploma or equivalent
- ◆ Must be positive, tactful, courteous, and effective in dealing with club members, parents, other staff members, volunteers and the general public.
- ◆ A current first aid, CPR, and food handler's certification is required within one month of employment.
- ◆ Be able to lift and move up to 70lbs safely.
- ◆ Be able to work independently on numerous tasks simultaneously and prioritize importance.
- ◆ Be able to communicate verbally and in writing in a clear and professional manner with youth, parents, coworkers, volunteers, and supervisor.
- ◆ Be able to pass a background check and drug test.

### KEY ROLES (Essential Job Responsibilities):

#### *Prepare Youth for Success*

- ◆ Create an environment that facilitates the achievement of Positive Youth Development Outcomes:
  - Promote and stimulate program participation;
  - Provide positive guidance and role modeling to members.

#### *Program Development and Implementation*

- ◆ Effectively implement and administer programs, services and activities for members and visitors.
- ◆ Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare weekly reports.

#### *Supervision*

- ◆ Attentively observe behaviors in a high energy, noisy environment.
- ◆ Intervene and redirect youth when necessary. Participate and engage youth when possible.
- ◆ Enforce behavioral club standards and implement disciplinary action in a positive, affirming manner.
- ◆ Communicate disciplinary issues with other staff and parents to ensure a holistic youth development approach.
- ◆ Provide leadership and guidance to volunteers.
- ◆ Ensure a productive work environment by participating in monthly branch staff meetings.

***The Boys & Girls Club of Corvallis is a drug and alcohol free organization. We reserve the right to drug test applicants prior to employment.***