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BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

TITLE: Junior Staff

DEPARTMENT: Operations

LOCATION: Multiple

REPORTS TO: Club Director

HOURS: 10:30-3:30 Monday, 11:30-3:30 Tuesday through Thursday

RATE: Stipend of \$1000

STATUS: Part-time non exempt

POSITION DESCRIPTION

The Junior Staff position is for teen Club Members from 8th grade through 12th grade who are interested in gaining valuable work experience and developing leadership skills. Junior staff will receive on-the-job training under the supervision of the Club Director and Club Staff while assisting Staff in Clubhouse operations.

Primary Functions: Junior Staff members will be responsible for assisting Club Staff with food preparation, serving meal/snack, and program development and delivery. Junior Staff will also be responsible for modeling positive behavior and helping contribute to a positive Club Environment. Junior staff will be expected to participate in a variety of training sessions.

Reports to: Club Director

Requirements: Must be between 8th and 12th grade. Must have a food handlers permit (provided by the Club if hired).

Applicants must be able to demonstrate the following:

- Passion for making a positive impact in member's lives
- Ability to keep firm boundaries
- Accountability and follow through
- Ability to multitask
- Ability to be a leader, and gain and maintain the attention of Club members
- Use a creative perspective to work with children on making good life choices
- Ability to work with Staff Members and take direction from them with a positive attitude
- Be eager to learn

Key Roles:

The Junior staff is responsible for:

- Building meaningful relationships with members as well as the Club Director and YDPs
- Contributing to a positive Club climate-safety and security
- Modelling and following all Clubhouse policies
- Teaching and enforcing discipline, values, morals, citizenship, manners, and life skills
- Assisting with meal and snack preparation
- Assisting with janitorial, maintenance of equipment and furnishings
- Assisting with program development and delivery
- Participating in Junior Staff training sessions
- Other duties as assigned by the Club Director
- Must have record of 90% attendance and 90% on time in order to receive stipend

To apply: Give the finished application and parent permission slip to your Club Director