**Full job description**

The Boys & Girls Clubs of Huntington Valley is looking to hire Part Time Youth Development Professionals. We are looking for positive, energetic individuals who want to help our Club kids with educational programs focused on the Arts, STEM, Sports, Cooking Classes, homework, and recreational activities.

**Hourly Range:**  
Youth Development Professional: $16.50 - $17.50/hour  
Youth Development Professional for Expanded Learning Program $16.50-$19.00/hour  
**Shifts:**  
Part Time; 20-25 hours per week. Must be able to work Monday – Friday.

**Responsibilities:**

* Plan, implement, organize, and manage the Club program's daily activities and contribute with weekly lesson plans.
* Maintain a safe and educational environment for school-age children.
* Work with a small team to provide excellent, fun, exciting, and educational recreation activities.
* Organize and maintain Program Room within guidelines set by Club.
* Signs and posters reflect ongoing programs and are changed when needed.
* Member's achievements in the program area are posted daily and monthly and reflect members' participation.
* Help with Theme Weeks, Spirit Week, Carnivals, and other Club Special Events.

**Qualifications:**

1. One year of successful experience in the related field.  
2. Outstanding oral and written communication skills.  
3. Ability to manage multiple projects and meet deadlines while maintaining a positive attitude.  
4. Bilingual capabilities a plus (Spanish)  
5. TB test, First Aid & CPR

**Acknowledgment:** Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at will, shall be for no specific duration, and may be changed or terminated. Nothing in this job posting is intended to create an employment contract, implied or otherwise. Interested? Please email your resume and a cover letter to the email address assigned to this posting to apply for this position.

**Equal Employment Opportunity Policy:** We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breastfeeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.  
This policy extends to all aspects of our employment practices, including but not limited to recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

**COVID-19 considerations**  
The safety of our employees and members is always the Club’s #1 priority. The Club takes numerous safety precautions to mitigate the risk of COVID-19 within our Club community. The Club follows all state and local regulations.