



Program Specialist Job Posting

The Cindy Platt Boys & Girls Club of Transylvania County in Brevard, NC is hiring part-time Program Specialists for our 8-week summer program. As the largest youth development organization in the county, the Club served almost 700 school-aged children ages 5 – 18, in 2017. Founded in 1999, The Cindy Platt Boys & Girls Club of Transylvania County is committed to enabling all youth, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens. Our Club is affiliated with the Boys & Girls Clubs of America, a nationwide movement of community-based, autonomous organizations working to help youth of all backgrounds develop the qualities needed to become responsible citizens and leaders. We offer daily access to a broad range of programs that promote academic success, cultivate healthy lifestyles and nurture good character and citizenship.

The Club is seeking dynamic and energetic staff who are passionate about impacting the lives of youth, to serve as Program Specialists for our Club's summer program. Program Specialists will spend their day engaging with youth, planning and facilitating programs and going on field trips. Program Specialists report directly to the Operations Director and the Executive Director.

Responsibilities include but are not limited to:

- Provide a safe environment for youth – both physically and emotionally
- Exhibit strong leadership skills and utilize classroom management skills when leading groups of youth in various programs
- Exercise creativity and utilize resources to plan and implement interactive programs that provide fun learning opportunities for youth
- Operate all programs within the policies, procedures and operational hours established by the Board of Directors.

Qualifications & Skills

Qualifications include:

- High School diploma required with some college experience or a combination of experience.
- Minimum of one-year experience working directly with school aged youth, knowledge of youth development, and some college experience is preferred.
- CPR and First Aid Certifications preferred.
- Valid State Driver's License

Skills include:

- Ability to organize and supervise youth and handle difficult behaviors.
- Ability to work with a team of staff and hold your fellow staff members accountable.
- Ability to plan and implement quality programs for youth.
- Knowledge of the Club's mission, programs, and resources.
- Verbal and written communication skills.
- Strong work ethic.
- Other responsibilities as determined by Executive Director and Operations Director.

Working Conditions - Summer program consists of a daily schedule ranging from 7:30pm – 5:30pm and between 35-40 hrs./week. Must be available the following dates: June 4th - June 8th (Staff training), June 18th - August 10th (Summer program). The Club will be closed July 4th.

Physical Requirements - Must have the ability to be active and on your feet for a minimum of four hours each day and complete other essential functions of the position and other duties as assigned. Necessary mental requirements include concentration and focus on fulfilling the mission of The Cindy Platt Boys & Girls Club of Transylvania County.

Salary - \$7.50 - \$13.00/hr. (pay is based on education and experience)

TO APPLY, PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO ANDREA PELHAM, ADMINISTRATIVE DIRECTOR,
APELHAM@BGCTRANSYLVANIA.ORG

The Cindy Platt Boys & Girls Club of Transylvania County
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