



BOYS & GIRLS CLUB OF GREATER BILLERICA

Fun Club After-School Program

Employment Opportunities

Organizational Overview

The mission of the Boys & Girls Club of Greater Billerica is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. By reaching children at an early age and providing positive activities and encouragement, our Club provides a compelling alternative to many of the negative influences that effect our youth today.

Our Club programs promote the development of young people by instilling a sense of competence, usefulness, influence and belonging. When this strategy is fully implemented, self-esteem is enhanced and an environment is created which helps our members achieve their full potential.

Job Description

We operate our Fun Club program at all five elementary schools (grades K-4) in Billerica. Fun Club is held on-site, from school dismissal until 6PM. Activities include homework help, gym games, educational programs, arts and crafts, and more. Fun Club staff must be at least 16 years old, preferably 18, and meet the following qualifications and responsibilities. Starting pay is based upon experience.

Responsibilities

1. Plan, implement, supervise and evaluate all activities in the core program areas including education, athletics, arts & crafts, technology, discovery, and free play.
 - a. Identify opportunities for implementing new programs to benefit club members.
2. Develop and foster healthy relationships with all members at assigned club site—providing guidance and modeling positive behaviors.
3. Engage parents regarding opportunities and expectations of club members, as well as general club participation.
4. *Must be available to work Monday through Friday, 2PM to 6PM.*
5. *Must be able and willing to follow all policies and procedures related to COVID-19.*

Qualifications:

Assistant Leader (working under the supervision of a Group Leader)

- Must meet one of the following:
- Be at least 16 years of age
- have a high school diploma or equivalent or
- be enrolled in a high school program or equivalent.

Group Leader

1. Must be at least 18 years old and
2. Must meet ONE of the following:
 - Have a Bachelor's or Associate's Degree AND 3 months of experience working with school age children.
 - Have a high school diploma or equivalent AND 6 month of experience working with school age children
 - Have nine months of experience with school age children



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Custodial Opportunity Employment Opportunities

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Job Description

We operate our Fun Club program at all five elementary schools (grades K-4) in Billerica. Fun Club is held on-site, from school dismissal until 6PM. Due to COVID-19, we are seeking staff to dedicate their time to cleaning throughout the day. This position is janitorial only and will not require previous experience working with children

Responsibilities

- Clean and disinfect all areas of the Fun Club Program including tables, chairs, door handles, sports equipment, toys, restrooms, and other high touch surfaces
- Ability to work self-sufficiently and follow a daily check-list.
- Must be a hard-worker and understand the importance of health and safety within a childcare program.
- Must be able and willing to follow all policies and procedures related to COVID-19.

Qualifications:

- Must be 18 years or older
- Must be able to read and understand cleaning supply labels
- Must be able to accurately dilute bleach and water at and appropriate ratio
- Must be thorough and pay close attention to detail.
- Must have reliable transportation.
- Must be available to work Monday through Friday, 2PM to 6PM.
- Must be able to start working late August 2020

If you are interested In applying, please contact will@billericabgc.com or call Will at 978-667-2193x104.