

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUB**  
OF GREATER BILLERICA

## Fun Club Staff 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 six elementary schools (grades K-5) 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.

### 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.***

## Qualifications

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

1. Must meet one of the following:
  - Be at least 16 years of age
    - (1) have a high school diploma or equivalent or
    - (2) be enrolled in a high school program or equivalent.
  - Be 18 years or older

### 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 six month of experience working with school age children
  - Have nine months of experience with school age children

### Site Coordinator

1. Must be at least 20 years old and
2. Must meet ONE of the following:
  - Have a Bachelor's Degree in a related field AND 6 months of experience working with school age children.
  - Have a Bachelor's Degree in any field or an Associate's Degree in a related field; AND have nine months of experience working with school age children.
  - Have a high school diploma or equivalent AND one year of experience working with school age children.