



POSITION OPENINGS - BGCMC PROGRAM SERVICES
Employment Application & Position Descriptions Available at www.bgcmc.org
As of 9/25/07

Salinas Clubhouse - Harden Youth Development Center (85 Maryal Drive, Salinas)

Full-time

- Unit Director, Salinas Unit – Harden Youth Development Center (full-time, exempt with benefits)
- Education Specialist (full-time, exempt with benefits)

Part-time with benefits

- Alisal High School Outreach Project Specialist (30-40 hours/week, with benefits negotiable)
- Lead Program Assistant - Technology (25- 30 hours/week, with benefits negotiable)
- Lead Program Assistant - Sports, Recreation & Fitness (25-30 hours/week, with benefits negotiable)

Part-time

- Education & Career Development Program Assistant (20-25 hours/week)
- Program Assistant - Science (20-25 hours/week)
- Program Assistant - Sports, Recreation Fitness (20-25 hours/week)

Seaside Clubhouse (1332 La Salle Avenue, Seaside)

Full-time

- Education Specialist (full-time, exempt with benefits)

Part-time with benefits

- Lead Program Assistant - Sports, Recreation & Fitness (25-30 hours/week, with benefits negotiable)
- Lead Program Assistant - Science (25-30 hours/week, with benefits negotiable)

Part-time

- Education & Career Development Program Assistant (20-25 hours/week)
- Sports, Recreation Fitness Program Assistant Program Assistant (30 - 40 hours/week)

Corporate (responsibilities organization-wide)

Full-time/Benefited Positions

- Education Coordinator (full-time, exempt with benefits)
 - Wellness Coordinator - Sports, Recreation & Fitness (full-time, exempt with benefits)
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FAQs & OTHER CONSIDERATIONS

Consideration: Work Environment & Team

The BGCMC work environment is dynamic, high-energy and focused on making a difference for our youth. The work team is a dedicated group of youth development professionals, specializing in 5 Core Areas of programming: Recreation, Sports & Fitness; Education & Career Development; Arts; Character & Leadership Development; and Health & Life Skills. First and foremost, our team of youth development professionals is committed to provide a clean, safe and fun environment that cultivates our Members ability to fulfill their potential to become healthy, responsible, productive and successful citizens (the BGCMC Mission). This requires all of our staff to be of outstanding personal character and possess the patience, interest and skills necessary for building effective mentoring relationships with diverse youth from a variety of socio-economic backgrounds. These skills include conflict mediation and an approach to discipline that focuses on helping Members to learn and that embraces the characteristics of fairness, firmness, consistency and kindness. Second, our staff understands that their specialization in their Core Area provides the tools (e.g., the paintbrush, crafts activity, etc.) necessary for working toward accomplishing the BGCMC Mission.

Consideration: Work Schedule

The BGCMC is a youth development agency specializing in providing affordable and outstanding programming after-school and during school breaks that supports youth to fulfill their potential. As such, staff must be available for direct service with Members during after-school hours (Monday – Friday, generally between 2:30pm – 7pm) and available to work during Monday – Friday, between 8am-6pm during school break programming.

Q. Is the compensation negotiable outside the range listed in the position description?

A. No, the stated range is what is budgeted. Placement in the range is dependent upon qualifications for the position.

Q. Are benefits available for the position?

A. For all positions where a minimum of 30 hours is worked consistently, YES– benefits are available which include: medical, dental, vision, pension plan, investment options & paid vacation.

Q. When will I be contacted for an interview?

A. Only applicants that have submitted a complete application package (application required; resume and cover letter along with application is preferred) will be considered for an interview. If you are selected for an interview, you will be contacted.

Q. When will the review & hiring process occur?

A. The process is in progress. Our goal is to find the right candidates and have them begin as soon as possible.