



POSITION: Part Time Program Instructor
RESPONSIBLE TO: Social Recreation Coordinator & Club Director

POSITION RESPONSIBILITIES: Work directly with our members planning and implementing programs and activities for children/youth

- Greet members when they arrive
- Engage in activities after school
- Plan and implement programs and activities on a daily basis, for example homework help, arts and crafts, sports and fitness, STEM activities, recreation activities and more
- Implement curriculum based programs through Boys & Girls Clubs of America
- Interact with members through games, homework, arts and crafts, sports and fitness etc.
- Maintain and ensure a safe, creative and enriching environment for members
- Participate in new programs and activity development
- Maintain an orderly, attractive and sanitized area
- Keep parents informed of their child's progress through updates, notices and reminders
- Discuss problems or concerns regarding members with supervisor
- Assist with additional duties assigned
- Maintain written Incident and Injury reports
- The position may include early release days, school vacation weeks and summer
- High energy level.
- Works well as a team member.
- Expresses patience, caring and compassion.
- Ability to plan, organize and implement daily activities
- Ability to build and maintain effective relationships with children/youth
- Ability to structure and organize job responsibilities independently
- Develop programs with skill building activities designed to increase self-esteem and confidence of participants.

PROFESSIONAL EXPERIENCE:

- Bilingual candidates encouraged to apply
- Sensitivity to working with families from diverse cultural and economic backgrounds
- Experience working with youth in groups. Experience teaching/coaching children.
- Ability to multi task
- Good communication and written skills
- Ability to handle confidential information
- High energy level

CONTACT INFORMATION

Tammi Pudlo
Club Director
Boys & Girls Clubs of Metrowest- Framingham
25 Clinton St.
Framingham MA 01702
508-620-7145
Tammi.Pudlo@bgcmetrowest.org