



**BOYS & GIRLS CLUB  
OF PARKERSBURG**

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# Employment Opportunities

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**Aug 2019**

Boys & Girls Club of Parkersburg provides 'fun with a purpose' for more than 1,000 youth ages 6-18 each year. Ultimately, the Club strives to ensure members achieve success in our primary outcome areas:

**Academic Success,  
Healthy Lifestyles, and  
Good Character & Citizenship.**

The Boys & Girls Club of Parkersburg is pleased to announce the following opportunities for employment at the Club. All positions have variable hours. Dependent on the position, typical work hours may be between 2-8pm M-F on school days and 8-6pm weekdays when schools are closed (snow days, summer, etc).

- **Director of Impact**
  - Primary Role: Provide administrative oversight & support to programs ensuring all grant tracking requirements are being captured accurately & contemporaneously in existing database. Merge school-based data with Club data using either existing or created databases to help staff identify & target emerging student needs & trends. Clean and coalesce data as required for federal, state & local monitoring and submit via electronic portals or physical submissions as required, accurately and on time. 20-25 hours per week @ \$15 per hour
  
- **Director of Innovation**
  - Primary Role: Facilitate fun, hands-on project-based learning for primarily for youth in 6<sup>th</sup> grade and up through Science, Technology, Engineering, Arts, & Technology (STEAM). Responsible for programming within our Technology Lab & well-equipped maker-space featuring large assortment of hi-tech tools including: 3-D printers, CNC milling machine, laser cutter, vinyl cutter, electronics and microprocessors, textiles (sewing machines, knitting, etc.), physical and digital music making equipment (guitars, keyboards, recording devices) photography/videography and more. A 4-year degree in youth oriented field (or similar professional experience) and advanced experience of technology a plus. 30 hours per week. Starting \$14 per hour.
  
- **Director of Teen Health & Wellness**
  - Primary Role: Provide fun & engaging programs to MS & HS youth with an emphasis on physical fitness, healthy lifestyles and high-yield learning. Responsibilities include implementation of BGCA developed and additional programs created to meet our member's needs. A 4-year degree in youth oriented field (or similar professional experience) and knowledge of technology a plus. 30 hours per week. Starting \$13 per hour

- **Director of Teen Engagement**
  - Primary Role: To provide programs members will find fun and engaging with an emphasis on pro-social skill development & social/emotional learning through recreational and formal programs, character & citizenship and high-yield learning.. A 4-year degree in youth oriented field (or similar professional experience) and knowledge of technology a plus. 30 hours per week. Starting \$13 per hour
  
- **Director of Workforce Development**
  - Primary Role: Develop & execute a Workforce Development program based on guidance and support from BGCA and to provide the following services to teen participants (6<sup>th</sup> Grade or above): 1) improve employability of teen Club members, 2) provide career counseling, job readiness and job placement services, and 3) increase financial knowledge of teens. Serve as a “career mentor” to Club youth, providing individual and small group support to prepare them for employment and career development opportunities. Establish and/or expand relationships with local corporate and community partners that will contribute to the workforce development of Club teens. Work closely with Club and organization leadership to ensure success of the Club’s workforce development program. Professional experience in HR & Youth development required. A 4-year degree in HR or youth-oriented field a plus. 30 hours per week. Starting \$14 per hour



Interested candidates may submit an application for employment and/or a current resume in person, by mail or to [Work@BGCParkersburg.org](mailto:Work@BGCParkersburg.org)

In order to ensure the safety of our members, professional & personal background checks, yearly criminal background reports and pre-employment drug screenings are required for all positions. Staff training will be provided in partnership with Boys & Girls Clubs of America.

BGCP is an equal opportunity employer.