



**BOYS & GIRLS CLUBS
OF EAST COUNTY**

The Boys and Girls Clubs of East County is seeking qualified candidates to fill **LEAD STAFF LEVEL 1** positions at multiple sites. The locations are:

1171 E. Madison Ave El Cajon, CA 92021
12824 Lakeshore Drive Lakeside, CA 92040
8820 Tamberly Way Santee, CA 92071
7775 Junior High Drive La Mesa, CA 91941

RESPONSIBILITIES:

Primarily responsible for assisting Director with overall program management, including program planning, supervising staff, administrative duties and customer service. In absence of Director the **LEAD STAFF LEVEL 1** directs/ manages daily operations with the primary concern for programs and service delivery, supervision and facilities management.

QUALIFICATIONS:

1. Must be able to pass the following tests:
 - Pre-employment drug screen
 - Background screen
 - Tuberculin skin test (cannot be substituted for a chest x -ray)
2. Must be available to work Monday - Friday afternoons (2-6 pm)
3. Demonstrate organizational, staff, and project management abilities
4. Group leadership skills, including the understanding of group dynamics.
5. Ability to deal effectively with members including discipline problems.
6. A positive and productive attitude at work.
7. Strong communication skills, both verbal and written.
8. One year similar work experience
9. All applicants must be at least 18 years old and attain CPR/1st Aid Certification within 60 days of hire, paid for the by the organization

WORK SCHEDULE:

Mon-Fri: Approximately 20-25 hours per week, 40 hours per week in the summer

COMPENSATION:

\$11-\$12/ hour

Employment type: Part-time, year-round

Non-profit organization

APPLY:

Submit a resume to Brandie@bgcec.org.