



## Virtual Program Lead

**Reports to:** Volunteer Coordinator

### **Duties and Responsibilities:**

The Boys & Girls Club of Greater Lowell has developed a “Virtual Club,” where members will be able to access live and pre-recorded activities, group sessions and other resources from the comfort of their home, and is now seeking a Virtual Program Lead who will primarily be responsible for building supportive relationships with young people between the ages of 8-18. They will create and lead virtual programs and activities, and play a critical role in assisting BGCGL members to complete online programs/activities on platforms such as Zoom, Google Hangouts, Class Dojo, Tiktok, etc.

This position requires an action-oriented and creative individual who will create both live and pre-recorded programs and activities for members to access online and at home, work with Program Managers and volunteers to develop a programming schedule for virtual content, assist parents and members over the phone and on the web with tech support, activity access, or service questions, and assist with enrollment into program and track ongoing attendance. They will also be required to record specific lessons and activities that in-person staff members lead and to provide basic training on Zoom, Google hangouts, Class Dojo, Social Media, Tiktok, and other online platforms.

### **Skills and experience relevant to this position:**

- High school or equivalent diploma
- Knowledge of social media platforms, video editing and recording and of working with computer and web based tools
- Bilingual preferred (Spanish, Khmer, Portugues, French)
- Experience working in youth work environment

### **Benefits:**

- Salary Range: \$13-\$15 an hour based on experience. This position is 25-28 hours per week.
- Flexible work schedule and ability to primarily work from home.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

**How to respond:** Please submit a sample pre-recorded video leading a program or activity (under 5 minutes) and resume to Tara Levine, Volunteer Coordinator, at [tara.levine@lbgc.org](mailto:tara.levine@lbgc.org).

### **Our Hiring Process and Timeline:**

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews in late October 2020.
- We would like to have selected the candidate by November 10, 2020.

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

### **DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply. Must be authorized to work in the U.S.