

GREAT FUTURES START HERE.



Enrichment Assistant

Reports to: *Louis Casiano* (Enrichment Coordinator)

Location: 657 Middlesex St, Lowell, MA 01851

Job Type: Volunteer

Overview/Position Summary

Enrichment is one of the two key program areas of Social Recreation. This role is a fun and interactive position, and volunteers will be responsible for helping to implement creative, fun, and effective programs for children ages 8-12.

Responsibilities/Skills and experience relevant to this position:

- Keep children engaged and focused by utilizing learning games and other teaching techniques
- Work with youth on skills such as teamwork, communication skills, and appropriate behaviors
- Provide educational support to youth ages 8-12 in all academic areas
- Answer questions and give feedback to youth in an encouraging manner
- Work with, provide feedback to, and address any concerns to Program Staff
- Be available on a consistent basis on the days/hours established at the beginning of volunteer service
- Help implement creative approaches to programming
- Engage and create meaningful relationships with Members
- Serve as a leader within the department

Qualifications

- Experience working with youth ages 8-12
- Flexible, positive and dependable
- Patient with a sense of humor
- Ability to follow Program guidelines and policies pertaining to staff
- Ability to effectively communicate with staff and Members
- Ability to critically think and resolve issues quickly
- Experience in the educational field is a plus
- Bilingual is a plus, but not required
- Experience working with diverse population is a plus

Benefits:

- Flexible work schedules and work from home opportunities are available.
- 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 your resume to **Volunteer Coordinator, Tara Levine**, tara.levine@lbgc.org Tel: (978) 458-4526 x15

Our Hiring Process

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin additional interviews per COVID-19 guidelines.
- We will notify you of the result shortly after and send you necessary paperwork.

Equity Statement

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.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

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.

Hours: Monday-Friday between 2:00 PM & 8:00 PM - *Must be available at least one day per week.*