Boys and Girls Club of the Bemidji Area

Positions available working with youth education, in business administration and facilities management!

The Boys & Girls Club is an afterschool youth development facility about four blocks from the BSU campus that is virtually free to all youth. In Bemidji, we typically serve 160 youth per day with about 60% elementary and 40% middle school/high school in a high energy environment. Our goal is to help youth become productive, caring and responsible citizens through offering them a fun place to go that is safe, where there are supportive adults who offer a diverse range of opportunities as well as set expectations for success and recognize youth for their achievements large or small.

If this sounds like an environment that you would like to be a part of, please read below and inquire with Karl Mork, Impact & Administrative Director, at 218-444-4171 or preferably by email at kmork@paulbunyan.net. Interviews and hiring is all done on a first come first serve basis, and this list will be updated as positions become filled. A successful background check is a requirement for all employment opportunities. Please inquire or refer friends about options for candidates without work-study during the school year and fall as well.

Position: Administrative and Special Event Assistant

Work study position would involve supporting the administrative office, fundraising campaigns and special events of the Club. Applicant would be expected to use copier, phones, printers, computers to perform data entry and create thank you cards or other documents, participate in stewarding donors, stuff envelopes and work with kids to create original-creative artwork for constituents. Applicant would also be expected to provide event and fundraising campaign support in the areas of planning, creating and printing materials, attending and assisting at events and managing data.

Requirements

A background check is a pre-requisite for employment. Preferred skills in an applicant include: Self-starter, resilient, experience working in an office, ability to work in fast paced environment, positive, organized, timely, verbal and written communication, ability to keep confidential, and reasonably proficient typing and computer skills. Understanding of Word, Publisher and Excel is a plus. Students would be expected to work approximately 10-14 hours a week as schedules allow.