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: Evaluation & Operations Specialist

Job Description:

Works with our Impact & Administrative Director on developing successful outcome & output evaluation strategies and supports Club staff training, adoption, implementation and accountability of strategies. Provide timely reporting based on programmatic outputs and outcomes to help drive Club programming, fulfill grant deliverables and drive future financial investment. Provides assistance to the Impact & Administrative Director in the way of human resources, volunteer recruitment/retention, general organization and filing.

Requirements:

A background check is a pre-requisite for employment. Position could be a great fit for students interested in business administration, psychology, measurement statistics or human resources. Preferred skills/traits in an applicant include: strong written language/keyboarding, detail oriented, assertiveness, task administration, works well in teams, have an affinity for children and is competent with Windows PC environment. Students would be expected to work approximately 9-13 hours a week between the hours a week, scheduling is mostly flexible.