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 after-school 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: Facilities & Maintenance Coordinator

Job Description:

Work study position would involve supporting the physical safety, cleanliness, appearance and functionality of the Club grounds. Applicant would be expected to clean & maintain high-traffic areas of the building using basic tools, protective equipment and chemicals. Applicant will identify, report & recommend solutions to physical safety & repair needs. As time and skill allows, applicant may be asked to provide basic to intermediate level maintenance work. Preference to a candidate who is willing to start work after 5 p.m.

Requirements

A background check is a pre-requisite for employment. Preferred skills in an applicant include: Self-starter, positive, organized, timely, reasonably handy, detail oriented and responsible. Students would be expected to work approximately 10-14 hours a week as schedules allow.