BOYS & GIRLS CLUB
OF LAKE TAHOE

Job Title:	Youth Development Professional for the Teens
Reports To:	Site Coordinator, Site Director, or Area Director
Position Type:	Part Time, Non-exempt
Pay Range:	$23-27/hour
Anticipated Start Date:	As Soon as Available

POSITION DESCRIPTION SUMMARY: Join our vibrant team at the Boys & Girls Club of Lake Tahoe and ignite the spirit of adventure, learning, and growth in teenage minds! In this energetic and creative role, each Youth Development Professional for the Teens works closely with middle school members providing programs and activities for small and large groups that are engaging, safe, and educational.

KEY SKILLS/KNOWLEDGE REQUIREMENTS:

- Flexible, imaginative, energetic, and a self-starter.
- Experience teaching or delivering youth experiences in a similar program.
- Strong organizational, time management, and written and oral communication skills.
- Able to work with people from diverse ethnic, cultural, and socioeconomic backgrounds.
- Able to motivate, organize, and manage young people in a safe environment.
- Able to follow systems and procedures.
- Interest in delivering a variety of teen programs with an emphasis on the Boys & Girls Clubs of America's five pillars: Academic Success, College and Career Readiness, Healthy Lifestyles, Good Character, and Citizenship.
- Associate's degree or Bachelor's degree in child development, communication, counseling, education, psychology, recreation, or sociology (preferred). If no degree, the candidate must have a high school diploma and must be able to pass the LTUSD classified staff exam.
- CPR, AED, and First Aid certification is a plus.
- Ability to speak Spanish is a plus.

ESSENTIAL JOB FUNCTIONS:

- Lead youth programs and activities for middle school students in collaboration with other staff, volunteers, and high school leaders.
- Prepare program proposals that are enriching, engaging, and inclusive for all Club members. Examples of program topics include character and leadership, health and wellness, sports and recreation, STEM (science, technology, the environment, and mathematics), and visual and performing arts.
- Maintain positive interactions with youth, staff members, volunteers, parents, school leaders, and other community members.
- Ensure all youth Club members feel welcomed and safe, and are supervised and accounted for.
- Promote positive Club behavior and use consistent strategies and actions with youth members that adhere to the Club's policies and procedures.
- Be mindful of the site's equipment, facilities, and supplies and report any issues or breakages.
- Attend mandatory staff meetings and training sessions.
- Meet all organizational requirements established by the Boys & Girls Clubs of America and the Boys & Girls Club of Lake Tahoe.
- Follow the Club's program schedule with the expectation that other program and administrative support may be needed.

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WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Ability to represent the Club in a professional and positive manner while maintaining a high level of energy.
- Ability to stand or sit for extended periods of time.
- Ability to work on multiple projects and prioritize effectively. Work in a fast-paced environment where frequent interruptions or changes in plans may occur.
- Ability to bend, twist, reach, stoop, or squat for filing or retrieval of supplies.
- Ability to lift and carry up to 20 pounds of supplies, equipment, and other items needed for Club-related events.
- Ability to work in various weather conditions, including snow, rain, and hot weather.

BENEFITS: The Boys & Girls Club of Lake Tahoe strives to be a fun and fulfilling place to work. The Club values each employee and is delighted to offer generous benefits to all staff, including paid holidays and sick time, earned time off, a retirement plan, and retention and recruitment bonuses. All staff have access to professional development opportunities, free Club membership for their children, and an ample supply of Club schwag.

This is a non-exempt, part-time position. The Youth Development Leader for the Teens works Monday through Friday with hours typically assigned between 1:30-6:30pm, with more hours available on minimum and vacation days. The teen program operates at the Angel of Tahoe Building and occasionally off site. Hours vary from 20-29 hours a week during the school year and up to 40 hours during the school's summer and school vacations. Pay ranges from $23-27 an hour, depending on experience.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of an employee assigned to this job. All Club employees may be required to perform duties outside their normal responsibilities from time to time, as needed.

The Boys & Girls Club of Lake Tahoe is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, retaliation, or any other characteristic protected by federal, state, or local laws. All job offers are conditional until the completion and passing of a background check.

APPLY: Please submit a resume and cover letter via Indeed or to Molly H. Coolidge, Director of Administration, at mcoolidge@bgclt.org. Applications will be reviewed as they are received.

Updated: 11/16/2026