Assistant Healthy Lifestyles Specialist (Part Time)
The Assistant Healthy Lifestyles Specialist, under direct supervision of the Healthy Lifestyle Specialist I, under direct supervision of the Healthy Lifestyle Specialist I, is responsible for assisting supervisor in teaching youth and stimulating interest in athletics, fitness and nutrition. Responsibilities include but not limited to: assist supervisor plan and create age appropriate activities for small and large groups of youth, be a positive role model, reports and data tracking, build relationships, member safety, and prepare youth for their future. At the branches, youth receive targeted services in a safe, supportive environment from staff who believe in the organization’s mission. The Club experience focuses on three priority outcomes: Academic Success, Healthy Lifestyles, and Positive Citizenship.

Education and Work Experience Requirements:
- High school diploma or equivalent, some college preferred
- Minimum 6 months experience with youth (professional or volunteer)

Minimum Qualifications Requirements:
- Ability to work regular afternoons and evening
- Ability to work summer hours
- Ability to be a positive role model
- Ability to be patient with youth and adults
- Ability to establish rapport and build relationships
- Ability to set expectations and boundaries
- Ability to take initiative and work with limited supervision
- Ability to relate to at-risk youth
- Effective oral and written communication skills
- Efficient with computers and Microsoft office
- Excellent listening and interpersonal skills
- Excellent problem solving skills and good judgement
- Knowledge of healthy lifestyle such as nutrition, sports, exercise
- Must be able to obtain CPR and First Aid certification
- Must be able to pass agency background screens and drug screen at any time
- Must be able to pass all required grant or funding background screens (e.g. CYD) at any time
- Must have satisfactory driving record and valid driver’s license for operation of a motor vehicle relevant to carrying out duties.

Preferred Qualifications
- Ability to be creative and engaging
- Ability to discipline appropriately
- Ability to display empathy
- Ability to intervene and/or de-escalate situations appropriately in a non-physical manner
- Ability to plan and organize
- Ability to work with large group of youth alone
- Ability to recruit
- Experience with database and data entry
- Bilingual
- Classroom/room management skills
- Conflict resolution and/or mediation skills
- Experience with developing and organizing interesting programs and/or activities for youth
- Knowledge of group dynamics
- Knowledge of local communities and/or community resources
- Knowledge of social media and technology
- Passion for working with youth, especially at risk youth
- Team player
- Currently certified in CPR/First Aid
- Teaching and/or facilitation skills
- Youth development experience and/or Boys & Girls club experience
Success factors/job competencies in the position include: active listening, adaptability, commitment to organizational values, commitment to safety, communication, computer and software proficient, creativity, dependability, ethical conduct, group facilitation and teaching skills, interpersonal skills, organization planning and prioritizing work, patience, problem solving, quality control, and sensitivity and mindfulness.

**Physical demands:** The usual and customary methods of performing the job’s functions require the following demands: some lifting, carrying, pushing and/or pulling, stooping/kneeling, reaching with hands and arms, and finger dexterity. This position requires extended talking, listening, sitting, walking, and standing; computer viewing, and keyboard entry. High energy, driven, dedicated, motivated, confident, flexible, creative, and maintain active and physical involvement with members and activities. Ability to work for prolonged periods at high levels of activity, managing multiple tasks with varying deadlines and attending to details. Reading comprehension and listening needed. Regularly lift up to 25 pounds. Regular operation of BGC 15 passenger bus with youth onboard is required for this position.

**Work environment:** This job is performed in a Boys & Girls Club facility similar to a youth recreational center or community center. The noise level in the work environment is usually moderate and at times loud or very loud. Work sites are located in low income areas and challenging neighborhoods/communities. Regularly supervisor 10-40 youth at a time and at times up to 40-50 youth ages 6-18 years. Average daily attendance ranges from 50-250 youth. Position requires employees to work with challenging youth and family members; speak with or assist upset parents/guardians; may be exposed to emotional outbursts from youth or their family members; and at times work in inclement weather. Required work hours are afternoon and evenings during the academic year and day hours during summer.

Applicants for the position are currently being accepted. Current employees of the Boys & Girls Clubs of Greater Fort Worth should apply using the Internal Application. All other applicants should submit a resume and cover letter to Melinda Leabch at mleabch@fortworthkids.org. The position is open until filled.