



# IMMEDIATE JOB OPENINGS

**Youth Activities Director (arts & crafts)** – The primary functions for this position are the planning, implementation, and supervision of activities in our shop program. To include a variety of activities in all available media for members of all ages utilizing donated and purchased materials in the shop area, and experience and expertise of local area volunteers whenever possible.

- Full-time
- Hours: Monday – Friday; afternoon/evening hours during the school year and daytime hours during the summer.
- Starting pay at \$14-\$17 hour - depends on education/experience.
- Education and/or experience equivalent to an associate degree in youth related field.
- Valid driver's license.
- Broad knowledge of arts and crafts, woodworking, power, and hand tools.
- Benefits: Health insurance, dental insurance, 401k, paid vacation, and holidays.
- Full job description available at [www.theclubforboys.org](http://www.theclubforboys.org).

Send resumes to: **The Club for Boys, Attn: Carri, 320 N 4<sup>th</sup> Street, Rapid City, SD 57701 or [carrir@theclubforboys.org](mailto:carrir@theclubforboys.org).**

**Deadline for submissions: open until filled**

The Club for Boys  
Job Description  
Youth Activities Director – Arts & Crafts  
Effective 5/8/12



**Job Summary:** The Youth Activities Director for arts & crafts is responsible for scheduling a variety of activities in all available media for members of all ages utilizing donated and purchased materials in the shop area, and the experience and expertise of local area volunteers whenever possible to provide for these activities. The planning and implementation of all arts & crafts programming should be done in accordance with the arts & crafts Aims & Objectives as established by the Board of Directors.

**Reports to:** Program Director

**Supervises:** Volunteers

**Responsibilities and Duties**

- **Program Operations:**
  - Execute the aims and objectives as determined by the Board of Directors' Program Committee.
  - Plan and conduct monthly activities that appeal to a wide variety of members of different ages and developmental levels.
  - Include projects of different skill levels, such as free form art, ceramics, painting, oil painting, wood burning, etc.
  - Consider activities that correspond to timely events and holidays (Christmas, New Year's, 4<sup>th</sup> of July, etc.).
  - Obtain new materials for projects by utilizing established budgeting process.
  - Plan activities utilizing materials on hand whenever possible.
  - Teach shop/power tool safety by learning how to safely operate all power tools in shop area; becoming familiar with the power tool test and material conservation practices to teach to boys; and always remaining on the floor when power tools are in use.
    - Plan and conduct monthly power tool instruction and safety test.
  - Incorporate STEM (Science, Technology, Engineering, and Math) into projects whenever possible.
  - Develop shop leadership group:
    - Identify members with interest and aptitude in shop/arts and crafts.
    - Develop fair recruiting and operating practices that teach leadership and service.
    - Schedule members to help with activities when necessary.
    - Develop incentive/reward program for members meeting minimum requirements of service.
  - Responsible for the safe environment and practices in the shop area.
  - Complete monthly calendars, injury reports, and other reports/paperwork in a timely manner.
  - Ensure adequate supervision of all members and provide behavioral guidance to boys as necessary.
  - Report injuries to Program Director in a timely manner.

- Publicize activities internally during announcements and using printed posters, flyers, etc.
- Build and maintain relationships with community members and volunteers to help support the shop program.
- Train and supervise volunteers.
- Assist in running special events.
- Participate as a driver in the Transportation Program.
- Maintenance/Housekeeping:
  - Regularly perform routine housekeeping functions as needed to keep areas clean and sanitary.
  - Ensure that all equipment is in good condition and kept clean.
  - Properly secure shop when not in use.
  - Report building and equipment maintenance needs to appropriate staff.
- Budget:
  - Work with Program Director to prepare and manage Arts and Crafts Program budget.
  - Follow establish purchasing policy for all expenditures.
  - Maintain and inventory of all equipment and supplies.
- Meet with Program Director on regular basis.
- Be a positive role model for all members in the interactions with boys, other staff, and the public.

#### Minimum Qualifications:

- High School diploma or equivalent.
- Education and/or experience equivalent to an associate degree in youth related field.
- Broad knowledge of arts and crafts, woodworking, power and hand tools.
- Excellent verbal and written communication skills.
- Basic knowledge of word processing, spreadsheet, and e-mail/calendar software, preferably Microsoft Office.
- Basic knowledge of multi-line phone systems.
- Certification or ability to become certified in First Aid and CPR.
- Valid driver's license.

#### Skills:

- Self-starter with an ability to work with little or no supervision.
- Organization and delegation.
- Creativity and artistic ability.
- Power tool safety.
- Must possess mature judgment, neat personal appearance, tact and discretion.
- Strong interpersonal communications skills.
- Ability to connect positively with children of all ages.

Physical Requirements:

- Must lift, maneuver and carry light to heavy objects (i.e.: 5 – 40 lbs.).
- Must be able to stand for extended periods, bend, squat, kneel, climb/balance, reach above shoulder level and lift from high/low positions.
- Good manual dexterity, good hand/eye coordination and good visual acuity.
- Work under noisy/loud conditions.
- Climb steps, inclines and ladders.

Work Specifics:

- Hourly non-exempt.
- Full-time
- Monday through Friday day time hours during the summer and afternoon/evening hours during the school year.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

I have read and agree with the above job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date