



Summary:

The Boys and Girls Clubs of the Iowa Tribe of Kansas and Nebraska is currently hiring for a full-time Youth Paraprofessional (Youth Para). Under general supervision of the CEO, the role serves as a program leader for a broad range of recreational and educational activities including planning, organizing, implementing, evaluating the effectiveness of all core program activities and supervising club members. The Youth Para creatively administers an assortment of unit assignments in accordance with generalized directives issued by the CEO to provide mentorship and programming that cultivates responsible traits in the youth they serve.

Position: Full time (Hours may vary depending on school season.)
May be required to work evenings, weekends and holidays.

Reports To: CEO

Location: 2169 Iowa Drive White Cloud, KS 66094

Responsibilities:

- Promoting program participation
- Providing guidance and role modeling to club members
- Implementing programs, services and activities for club members
- Plan, supervise and lead club members in spontaneous, creative, fun and engaging activities in areas of arts, sports, game rooms, gymnasium, educational and other related programs
- Establish a trusting and lasting relationship with club members, parents and community members; become a positive mentor on a daily and ongoing basis
- Ensuring child and club safety
- Tracking and assessing outcomes through periodic activity reports.
- Other duties may be assigned.

Education and Work Experience:

- High school or GED required
- Previous experience working with children and ability to work with the general public
- CPR and First Aid Certified (or ability to obtain certification)
- Valid Drivers License (clean driving record)

All applicants must be willing to submit and pass a background check and drug screening.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively orally and in writing.
- Understand and carry out written and oral instructions.
- Ability to properly use, operate, and care for equipment and materials.
- Excellent problem-solving skills.

Physical Abilities:

- Ability to constantly stand, use hands to finger, handle and feel.
- Ability to frequently push, pull, lift and maneuver up to 75 lbs.
- Ability to twist, bend, stoop, kneel, crouch, crawl, climb.

Excellent benefit package which includes employer paid health, dental, vision, life insurance, short term disability insurance and employee assistance plans. We also offer an optional 401 K plan with up to 3% matching (after one year), accrued sick and vacation time and paid holidays.

To apply: Visit <https://iowatribeofkansasandnebraska.com/jobs/> for applications. Completed applications and resumes can be mailed to 3345 B Thrasher Rd White Cloud KS 66094 or e-mailed to rhullman@iowas.org. Native American Preference is given (BIA Form 4432). For more information regarding this position, please call Robert at 785-595-3258.

Applications accepted until 4:30PM 05/24/24.