



Front Desk Assistant & Part-Time Youth Development

Availability is needed Monday through Friday until 6:30 PM

Position Overview:

Looking for a job that's fun, active, and makes a real impact? Join our energetic team at the Boys & Girls Club of Greater Shasta! We're currently hiring **two Part-Time Youth Development & Front Desk Assistants**—one for our **Sisson site (4th–8th grade)** and one for our **MSE site (TK–3rd grade)**.

In this dynamic role, you'll split your time between supporting youth in engaging afterschool programs, assisting families and staff at the front desk, and helping keep our Club spaces clean, safe, and welcoming. Whether you're leading a group activity, greeting a parent with a smile, or resetting the room for the next program, your contributions will help shape a positive, empowering experience for our members.

While this role will **primarily focus on front desk and administrative responsibilities**, you will also be **cross-trained to support Youth Development Professionals (YDPs)** and Club programming when needed. The ideal candidate will be comfortable managing check-in/check-out procedures, parent/guardian communication, and site safety, while also being ready to step into the program space to assist with youth engagement, transitions, or cleaning when appropriate.

This is a great opportunity for someone who loves working with kids, thrives in a fast-paced environment, and wants to be part of a supportive, mission-driven team.

Key Responsibilities:

Youth Development Responsibilities:

- Supervise and engage youth in enrichment, recreation, and leadership-building activities.
- Support members with transitions between program areas and reinforce Club rules and expectations.
- Assist Youth Development Professionals with program set-up, delivery, and clean-up.
- Promote a safe, inclusive environment where all youth feel seen and supported.
- Help guide members in conflict resolution and positive behavior choices.

Front Desk & Administrative Responsibilities:

- Serve as the first point of contact for families and visitors entering the Club.



- Support safety by monitoring the check-in/check-out process and member transitions.
- Answer phones, direct inquiries, and provide program information.
- Assist the Unit Director and Assistant Unit Director with administrative tasks as assigned.

Cleaning & Facility Support:

- Assist with daily cleaning routines, including wiping down surfaces, tidying activity areas, and organizing materials.
- Support snack area cleanup and ensure shared spaces remain safe and sanitary.
- Help maintain a welcoming environment for youth, families, and staff.

Qualifications:

- Experience working with children in structured settings is preferred.
- Friendly, dependable, and comfortable in a fast-paced youth environment.
- Strong communication, multitasking, and organization skills.
- Ability to uphold and enforce safety and behavior policies respectfully.
- Team-oriented and open to direction and feedback.

Physical Requirements:

- Ability to stand, walk, and move actively throughout a shift.
- Comfortable working in noisy, energetic environments with youth.
- Able to lift and carry up to 25 lbs and assist with light cleaning tasks.

Schedule & Compensation:

- **Part-time**, up to **25 hours per week**.
- Availability required **Monday–Friday during afterschool hours until 6:30 PM**.
- Hourly rate: **\$16.50–\$18.00/hour**, based on experience.
- Opportunities for professional development and additional hours may be available depending on Club needs and funding.

To Apply:

Please email your **resume and cover letter** to info@bgcgreaterashasta.org. In your cover letter, indicate if you are applying for the **Sisson** or **MSE** site position (or both). Applications without both documents will not be considered.