



BOYS & GIRLS CLUBS OF THE EAST VALLEY

2602 W BASELINE RD. SUITE 25, MESA, AZ 85202
(480) 820-3688 FAX (480) 820-4093

JOB ANNOUNCEMENT

Subject: Job Opening

Date: June 26, 2017

Qualified candidates are encouraged to apply for the full-time **Clubhouse Coordinator** at the **Thunderbirds Branch - Guadalupe**.

A candidate for the Clubhouse Coordinator will be responsible for running the innovative program called the Clubhouse at the Guadalupe Branch. The Clubhouse offers young people (ages 6 to 18) the opportunity to work on projects they find meaningful to their lives using computers and technology. The program provides support and resources for young people to pursue their interests and build upon their talents. In the Clubhouse young people can design their own music, art, newsletters, books, robots, science simulations, computer games, and animation.

The position is full-time with a salary of \$24,500-\$25,000 a year for fully qualified candidates. Benefits are available the first of the month following 60 days of full time employment. Applicants must have a minimum of two years full time of experience working in a Boys & Girls Club or similar organization, excellent computer skills with the ability of teaching youth and teens, excellent organizational skills, ability to develop and implement learning experiences for youth, and have a passion for learning and helping others to learn. Among additional qualifications required, the applicant must be able to provide basic computer maintenance including file management, trouble-shooting, and technical support to Clubhouse youth and mentors.

Interested candidates need to submit their resume and a cover letter outlining their qualifications by July 10th to Diane Aman via email, diane.aman@clubzona.org, or by fax (480) 820-4093. Please include the position you are applying for in your cover letter.

☆ A current resume

☆ A letter of application outlining your qualifications for the position