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## **JOB ANNOUNCEMENT - PLEASE POST**

**To:** All Clubs  
**From:** Diane Aman  
**Subject:** Job Opening  
**Date:** November 14, 2017

Qualified candidates are encouraged to apply for the full-time **Impact Specialist** at our **Stevenson Branch** in Mesa currently open with the Boys & Girls Clubs of the East Valley.

Under the supervision of the Branch Manager, the Impact Specialist is responsible for the youth programs and all clerical functions of the Branch. The Impact Specialist will plan, implement, supervise, and evaluate youth activities provided in a program area, i.e. Arts & Crafts, Games room, Computer Lab, Physical Education, Discovery Lab, or other Branch level program areas. The Impact Specialist is also responsible for maintaining membership records, receipting and collecting funds, tracking payments, preparing correspondence and reports, maintaining schedules and calendars, answering phones and greeting guests. The primary concerns for the position are program outcomes and providing a clean, safe and secure environment.

Qualified candidates must have a minimum of two (2) years full time (4 years part time) work experience planning and supervising youth activities in a Boys & Girls Club or similar organization and a four year degree from an accredited college or university or equivalent experience. Candidates also must be proficient in typing, database and spreadsheet skills. Due to our vehicle insurance requirements, the Impact Specialist must also be at least 21 years old with a valid driver's license. The hourly rate for this position is \$11.21.

Qualified candidates need to submit the following information to Diane Aman at the Program Service Center. When submitting your cover letter and resume, the document must state that you are applying for the Stevenson Impact Specialist position. Fax resumes to **480-820-4093 Attention Diane** or email your resume to **diane.aman@clubzona.org**. The posting will stay open until the position is filled.

- ☆ An updated application and/or current resume.
- ☆ A cover letter outlining your qualifications for the position and include that you are applying for the Stevenson Impact Specialist position.