



**BOYS & GIRLS CLUBS
OF AMERICA**

Job Posting: Workforce Readiness Assistant

Organization: Boys & Girls Club of L.C.O.

Department: Life and Workforce Readiness

Reports To: Workforce Readiness Director

Status: Part-Time

Position Summary

The Boys & Girls Club of L.C.O. is seeking a **part-time Workforce Readiness Assistant** to help youth, particularly teens, develop career readiness, life skills, and confidence. The role provides hands-on support for workforce readiness programming, including mentoring, workshops, skill-building activities, and community engagement. This position requires flexibility, creativity, and a commitment to supporting youth success in both educational and workforce settings.

Key Responsibilities

Program Delivery

- Assist in planning, coordinating, and facilitating workforce readiness and life skills programs for teens.
- Deliver interactive workshops on topics such as resume writing, interview skills, workplace etiquette, financial literacy, teamwork, and leadership.
- Support members with career exploration, goal setting, and postsecondary planning.
- Provide individualized coaching to youth on skill development, job applications, and digital learning activities.
- Help integrate culturally responsive practices and align programs with L.C.O. community values.



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Youth Engagement

- Build strong, positive relationships with youth, fostering trust and encouraging participation.
- Mentor teens develop soft skills, professional behavior, and leadership qualities.
- Support members in overcoming barriers to engagement and success, including academic challenges and confidence-building.

Community & School Engagement

- Collaborate with local schools, community organizations, tribal programs, and employers to create learning and workforce experiences.
- Coordinate field trips, job shadowing, internships, and guest speaker events.
- Serve as a liaison between youth, the Club, and external partners to strengthen workforce readiness opportunities.

Program Operations & Administration

- Maintain accurate attendance and program records.
- Assist with scheduling, reporting, and tracking program outcomes for grant or organizational reporting purposes.
- Ensure program spaces, equipment, and materials are prepared and maintained.
- Contribute to continuous program improvement by providing feedback and implementing best practices.

Safety & Compliance

- Model professionalism, cultural respect, and ethical behavior.
 - Ensure a safe, inclusive, and welcoming environment for all youth and staff.
 - Follow Boys & Girls Club policies, safety protocols, and mandatory reporting requirements.
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Qualifications

- High school diploma required; some college coursework or vocational training preferred.
 - Experience working with youth, preferably in education, youth development, or workforce readiness programs.
 - Strong facilitation, communication, and interpersonal skills.
 - Ability to work independently and as part of a team.
 - Basic computer skills, including Microsoft Office or Google Workspace.
 - Must be able to pass all required background checks.
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Preferred Skills

- Experience delivering career readiness or life skills workshops.
 - Familiarity with local schools, community organizations, and workforce resources.
 - An understanding of career pathways, postsecondary options, and youth employment trends.
 - Ability to mentor and motivate teens in a culturally responsive manner.
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Work Environment

- Work is primarily based at the Club, with frequent engagement in **local schools, community organizations, partner sites, and off-site events.**
 - Some evening and weekend hours may be required.
 - Requires flexibility to adapt to youth schedules and program needs.
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Equal Opportunity Employer Statement

The Boys & Girls Club of L.C.O. is an **Equal Opportunity Employer**. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.