



**BOYS & GIRLS CLUB  
OF ALBANY**

**Title: Art Lead**

**Hourly rate: \$10.25+**

**Weekly Hours: 30/wk**

**Education Level: High School**

**Key Roles**

- Develop lesson plans for quarterly program, and implement programs accordingly
  - Lesson plans should include BGCA recognized programs**
- Request appropriate supplies based on quarterly program plans*
- Follow opening and closing procedures daily in program area*
- Submit weekly/daily reports to supervisor*
- Rules must be posted and up to date*
- Recognition boards must be updated weekly*
- Make recommendations regarding member's needs, program ideas and facility needs*
- Represent the club during special programs and or events*
- Keep room fresh and inviting (Decorate walls with current members work and accomplishments)*
- Responsible for behavior correction and documentation*

**Job Description:**

- Ensure a team based work environment by communicating effectively and positively with supervisors, co-workers and volunteers.*
- Maintain and utilize appropriate and adequate equipment*
- Perform other duties as assigned.*
- Implement and enforce all Club rules and policies with the members*
- Ensure a safe, healthy and positive environment*
- Actively supervise and engage members at all times*
- Participate in scheduled staff meetings and trainings.*
- Staff must wear their ID Badge and a BGCA shirt.*
- Must be able to work 1:30-7:00 pm Monday – Friday*