The Boys & Girls Clubs of Long Beach, comprised of 11 distinct facilities across the city, has been helping underprivileged youth reach their full personal and academic potential since 1939. One of the oldest, most successful youth organizations in the area, the BGCLB has served more than 225,000 youth, ages 6-18 in its 78-year history.

Our Mission

To enable all young people, especially those who need us most, to reach their full potential as caring, responsible and productive citizens.

How You Can Contribute

**WRAP Program Specialist Primary Function**

Utilizing leadership, advocacy, and collaboration, the WRAP program specialist promotes student success, provides preventive services, and responds to identified youth needs by implementing a comprehensive program that ensures good character and citizenship, healthy lifestyles and academic achievement.

**Essential Job Responsibilities**

- Ensure full compliance with school and contract expectations, requirements, policies and procedures.
- Maintain an active and engaged average daily attendance of at least 20 youth.
- Help prepare youth for on-time grade progression.
- Work with supervisor to match and supervise assigned volunteer or mentor.
- Help identify and engage support/resources essential to achievement of members’ academic goals.
- Responsible for following and enforcing all WRAP issued signing-in and signing-out policies and procedures.
- Responsible for submitting accurate attendance sheets or program records to supervisor as requested.

**Additional Responsibilities**

- Contribute to an environment where youth have fun.
- Assist youth with homework/class work assignment completion.
- Facilitate project-based learning activities where youth explore real-world problems and challenges.
- Help improve members’ academic performance, behavior and attendance.
- Encourage youth to participate in a variety of programs.
- Provide guidance and referrals to youth with identified concerns and/or needs.
- Recognize and promote youth progress and noteworthy achievements.
- Facilitate programs that improve academic performance, health and character and leadership of youth.
- Facilitate successful implementation of high yield learning activities and targeted programs.
- Contribute to membership, attendance and retention goals.
- Contribute to a climate that encourages healthy lifestyle choices and avoidance of at-risk behavior.
- Contribute to an environment that protects the physical and emotional safety of youth.
- Contribute to a safe working environment free of hazards and injuries.
- Contribute to the overall cleanliness and appearance of the Club/Site and program area.
- Contribute to an environment that facilitates achievement of the mission and vision.
- Contribute an environment that facilitates achievement of the Formula for Impact.
- Ensure equipment and supplies are maintained neat, clean and in good working condition.
- Provide program and process improvement input and feedback.
- May lead youth field trips or wilderness activities
- May plan and control expenditures against planned budget
- May oversee and supervise adult and youth volunteers or mentors
- May plan, coordinate and participate in Club wide special events
- May attend team, community or school meetings
- Responsibly use and integrate technology into programs to improve members’ knowledge and skills
- Responsible for inventory and proper use of equipment/supplies to be used in the program
- May use Club issued vehicles to conduct school pick-ups
- Ensure compliance and successful implementation of all grant related programs and/or activities
- Perform other related duties as assigned

**Administrative Responsibilities**
- Prepare periodic activity reports
- Submit supply requisition to supervisor
- Prepare lessons, materials, supplies and be ready to conduct scheduled activity prior to member arrival
- Track, document and maintain information/records related to measuring and reporting program success

**Requirements and Skills**
- Associate of Arts degree or 48 college credits from an accredited college or university
- Must be available Monday to Friday during operating hours and able to work a flexible schedule
- Creative, enthusiastic and able to motivate and engage young people toward positive outcomes
- Demonstrates good moral character and use of sound judgment
- Demonstrates proficiency in written and oral communication
- Excellent planning and organizational skills
- Experience working collaboratively with diverse communities
- Ability to read, write and speak English/Spanish (bilingual preferred)
- Demonstrated organizational, staff, and project management abilities
- Know how to define and work toward positive outcomes
- Be able to facilitate a diverse group of youth or adults effectively
- Valid California driver’s license
- Current first aid and CPR certification
- May drive own vehicle to perform job related activities
- Clear background check, TB and drug exam
- Proficient in using Microsoft office and Gmail
- Willingness to comply with suspected child abuse reporting guidelines
- Ability to work with minimum supervision and reliably complete tasks and meet deadlines

**Environment and Working Conditions:**
- Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

**Physical and Mental Requirements:**
- Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.
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.

Interested candidates please submit your [resume](mailto:ashleyb@bgclubib.org) along with a [cover letter](mailto:ashleyb@bgclubib.org) explaining why you want to become part of our amazing team to ashleyb@bgclubib.org. We look forward to reviewing your applications!