



Job Description: Leader in Training

Job Title: Leader in Training

Reports to: LIT Advisor

Main purpose of job: To work as a team to ensure that the Boys & Girls Clubs of Greater Scottsdale's summer camp is fun, safe, and impactful for everyone involved. To learn skills that can be translated into other work and volunteer environments.

Duties include:

- Help set up and facilitate games, tournaments, and activities
- Assist with members that struggle in adapting to the program
- Help with weekly special event activities
- Maintain cleanliness of snack hallway and snack bar areas
- Ensure that supplies are restocked and ready for program use
- Operate fundraising events including snack bar, late night, and lunch sales

Job requirements:

- Going into 7th – 12th grade
- Available for 7 of the 10 weeks of summer
- Knowledge of the Club areas and operations
- Experience with Power Point and Microsoft Word
- Ability to work in a busy, noisy, environment
- Be able to take initiative and interact with people of all ages

Accountability:

- Be prepared for shift on-time
- Adhere to the dress code
- Remain in assigned area

Qualifications desired:

- Previous Boys & Girls Club experience preferred, but other work/volunteer experience will be strongly considered
- Must be able to communicate and work as a team
- Must be flexible and willing to try new things
- An outgoing, fun personality
- Application must contain all of the required materials listed under the How to Apply section on the next page



How to Apply:

Please complete our online application at the link posted on our Teen Center page. All applicants are required to submit the following items as attachments in order to be considered for a Leader in Training opportunity.

1. A current resume
2. The three required one-paragraph essays on the topics below:
 - a. Write about why you want to become an L.I.T. and what qualities you have that would make you a good candidate.
 - b. Write about your involvement at your Club and why the Club is important to you (Torch Club, Keystone, Advanced Art, Passport to Manhood, Basketball League, Photography Club, Teen Center, or After School Programs, etc.).
 - c. Write about someone that you look up to as a role model and why.

Essays must be formatted as followed:

- A minimum of one paragraph (7-8 sentences) long
 - 12 point, Times New Roman Font
 - Double-spaced
 - 1-inch margins
3. A minimum of one letter of recommendation received within the last year regarding volunteer work ethic, school accolades or community service