



Position Title: Summer Positions, Boys & Girls Club of Portage County	<input checked="" type="checkbox"/> Paid <input type="checkbox"/> Volunteer
Approximate number of hours per week: 15-40 hours per week	Wage (if paid): \$12+ (based on experience and position)
Description (include age/grade levels, any specific subject areas, specific dates): <p>Position Title: Program Leader Locations: Stevens Point, Plover, Junction City, Amherst, Rosholt Position Summary: Program Leaders are responsible for direct service to Club members (grades 1-6), including program implementation, behavior support, safety, and facility management. This role helps ensure the delivery of high-quality, outcome-driven youth development programs that align with the Club’s mission while upholding adherence to organizational policies and procedures. Compensation: \$12-\$14, based on experience and location Times: Monday - Friday, 7:30 AM - 5:30 PM (varries by location) Hours: 15-40 hours per week (flexible schedules; no nights or weekends) Training & Programming Dates: May 28 - August 22 How to apply: Visit www.bgclubpc.org/employment to apply and see a full list of open positions</p> <p>Position Title: Teen Program Coordinator Locations: Stevens Point Position Summary: Teen Program Coordinators are responsible for direct service to Club members at our Teen Center (grades 7-12), including program implementation, behavior support, safety, and facility management. This role helps ensure the delivery of high-quality, outcome-driven youth development programs that align with the Club’s mission while upholding adherence to organizational policies and procedures. Compensation: \$12-\$14, based on experience and location Times: Monday - Friday, 7:30 AM - 5:30 PM Hours: 15-40 hours per week (flexible schedules; no nights or weekends) Training & Programming Dates: May 28 - August 22 How to apply: Visit www.bgclubpc.org/employment to apply and see a full list of open positions</p> <p>Position Title: Program Coordinator Locations: Stevens Point, Plover Position Summary: The Program Coordinator is responsible for the planning and implementation of programs for Club members (grades 1-6) in one or more core program area: the Arts, Health & Wellness, or Sports & Recreation. This role helps ensure the delivery of high-quality, outcome-driven youth development programs that align with the Club’s mission while upholding adherence to organizational policies and procedures. Responsibilities include program development and implementation, behavior support, safety, and facility management. Compensation: \$14-\$16, based on experience and location Times: Monday - Friday, 7:30 AM - 5:30 PM (varries by location) Hours: 35-40 hours per week (flexible schedules; no nights or weekends) Training & Programming Dates: May 28 - August 22</p>	

How to apply: Visit www.bgclubpc.org/employment to apply and see a full list of open positions

Position Title: Summer Field Trip Coordinator

Locations: Stevens Point, Plover

Position Summary: The Field Trip Coordinator supports the safe, organized, and effective implementation of planned field trips for Club members. This role works closely with site leadership to execute planned field trips by coordinating logistics, maintaining safety standards, and serving as an additional on-site lead during off-site programming. The Field Trip Coordinator plays a key role in ensuring positive youth experiences by supporting transportation, itineraries, meals, payments, supervision, and communication before, during, and after field trips while upholding all organizational policies and procedures.

Compensation: \$14-\$16, based on experience and location

Times: Monday - Friday, 7:30 AM - 5:30 PM (varries by location)

Hours: 20-40 hours per week (flexible schedules; no nights or weekends)

Training & Programming Dates: May 28 - August 22

Qualifications: Must be 21+ years old and eligible to drive the BGC shuttles

How to apply: Visit www.bgclubpc.org/employment to apply and see a full list of open positions

Position Title: Front Desk Coordinator

Locations: Stevens Point, Plover

Position Summary: The Front Desk Coordinator is responsible for ensuring a welcoming, safe and organized environment at the Club. As the first point of contact, this position is responsible for upholding organizational policies and procedures while providing excellent customer service. Key responsibilities include overseeing the check-in and check-out process for Club members, caregivers, volunteers, and visitors; addressing caregiver inquiries during pick-up; and accurately managing membership, attendance, and program data entry.

Compensation: \$12-\$14, based on experience and location

Times: Monday - Friday, 7:30 AM - 5:30 PM (varries by location)

Hours: 20-40 hours per week (flexible schedules; no nights or weekends)

Training & Programming Dates: May 28 - August 22

How to apply: Visit www.bgclubpc.org/employment to apply and see a full list of open positions

Contact Name: Angela Voss, Director of Operations

Contact Email/Phone: angela.voss@bgclubpc.org / 715-341-4386

Best time to contact: 8:30 AM - 4:30 PM

Today's date: 3/16/2026