



Boys Hope Girls Hope

Inspire. Empower. Nurture. Succeed.
of Northeastern Ohio

Position Overview

Program Operations Assistant

The Program Operations Assistant at Boys Hope Girls Hope is a part-time position designed to support the mission and values of Boys Hope Girls Hope (BHGH) through support of all "program related" operational systems including but not limited to support of the agency in the areas of facility maintenance/housekeeping, participant transportation, inventory management and food service.

We have an immediate opening for a part-time Program Operations Assistant to work 15-20 hours each week at our campus in Garfield Heights. Part-time positions require flexibility to work different days, including occasional weekends. The hours are typically varying days Monday-Thursday for 6-8 hours from 1:00pm-9:30pm.

Duties Include

- *Scholar Transportation:* Provide reliable and safe transportation for our program participants using agency vehicles;
- *Facility Support:* Light maintenance and housekeeping and support in compliance with ODJFS group home requirements;
- *Transportation Support:* Help maintain the BHGH vehicle fleet including keeping the vehicles fueled, cleaned and assist the Operations Manager with tracking and addressing maintenance, repair, safety, and inspection issues, and reports on mileage logs;
- *Inventory Support:* Assists with acquiring, unloading, and restocking food and supplies into our inventory system;
- *Food Program Support:* Assist in all aspects of evening meal program including preparation, facilitation and cleanup.

Critical Criteria

Qualified applicants should possess a High School Diploma or equivalent, a valid driver's license, a good driving record, considerable driving experience, availability to work evenings and occasionally weekends, a friendly disposition and good communication skills, organizational and time management skills reliable and punctual and is at least 21 years of age. Strong candidates will possess a passion for the mission of BHGH.

Interested applicants should email resume to Nicole Koenig at nkoenig@bhgh.org



The mission of Boys Hope Girls Hope is to help academically capable and motivated children-in-need to meet their full potential and become men and women for others by providing value-centered, family-like homes, opportunities and education from middle school through college.

Boys Hope Girls Hope of Northeastern Ohio was formally incorporated in 1986. Since the opening of our doors over twenty-five years ago, Boys Hope Girls Hope has expanded from a single home in Cuyahoga Falls with the capacity to serve five boys to a unified campus in Garfield Heights with three residential homes, a robust out-of-school time program and a Collegian Support & Scholarship program that collectively serves more than 145 Scholars over a continuum of service that averages 10 years of engagement with each child. *In 2016-2017, Boys Hope Girls Hope will provide transformational opportunities to 16 Collegians, 18 Residential Scholars, and 113 Community Based Scholars.*