

Boys & Girls Clubs of South Puget Sound

TITLE:	Site Coordinator, Part Time After School Program
LOCATION:	Orchard Heights Elementary, Port Orchard
REPORTS TO:	Branch Director
SALARY:	\$10.50-12.50/hr, DOE 29.5 hours per week

JOB SUMMARY:

Under the supervision of the Branch Director, the Site Coordinator and Assistant Site Coordinator is responsible for implementing programs and activities for youth in grades K-6, and for planning, promotion, and evaluation of those programs and activities. He/she is responsible for supervising the program areas, and the general operation of the site.

QUALIFICATIONS:

- Ability to supervise staff in a fair and consistent manner
- Knowledge of program & youth development process
- Ability to supervise youth in organized activity and open play situations.
- Ability to plan and implement activities based on the developmental needs and abilities of young people.
- Excellent communications and interpersonal skills to facilitate the offering of programs and activities, as well as to promote them to youth, parents, and the public.
- Current Standard First Aid and CPR Certification, Food Handler's Permit, or ability to attain within 90 days of employment.

RESPONSIBILITIES:

1. **PROGRAM PLANNING**--Develop, plan, implement and evaluate programs and activities that help youth to (1) build self-esteem through increased feelings of belonging, competence, usefulness, and power/influence; (2) learn new skills; and/or (3) develop positive values.
2. **PROGRAM IMPLEMENTATION**--Implement a variety of programs and activities in the core program areas, helping youth to build self-esteem, learn new skills, and/or develop positive values.

3. **PROGRAM/FACILITY SUPERVISION**--Manage and supervise programs, activities, and facilities in order to ensure positive experiences for everyone in a safe, clean, kid-friendly, and program-appropriate environment. Manage facility access control.
4. **ROLE-MODELING**--Interact with, and act as positive role model to, boys and girls in grades K-6, and staff.
5. **PROGRAM PROMOTION**--Assist in the promotion of Club programs, activities, and events. Manage the development and upkeep of bulletin boards and other signage at the Club. Appropriately represent the Club to the public, both in person and over the phone.
6. **REGISTRATIONS & PAYMENTS** -- Conduct program registrations and process payments according to club standards.
7. **ACCOUNTABILITY**--Maintain program attendance and participation records and write reports as needed. Complete timesheet.
8. **MAINTENANCE**—Manage the maintenance of Club facilities as a professional, safe, clean, kid-friendly, and program-appropriate environment.
9. **PEOPLE MANAGEMENT**—Lead and manage various volunteers in their duties.
10. **ATTENDANCE**—Attend all assigned responsibilities, and be on-time for all scheduled work hours, including any assigned meetings relating to Club business.

ADDITIONAL REQUIREMENTS:

1. Group leadership skills including an understanding of group dynamics and ability to run group activities in the gym, games room, outdoors and on playing fields.
2. Ability to work effectively and productively with others.
3. Mandatory First Aid/CPR certification – may obtain on the job.
4. Valid drivers license, dependable vehicle, and agency required vehicle liability limits.
5. Must be able to pass a national criminal background check and pre-employment drug test.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, grasping, and seeing. It may also involve keyboarding, driving between sites or picking up supplies and may involve some running when supervising outdoor field activities. This individual is required to work around youth and adults where noise levels may be moderate to high during some activities. This worker is subject to both indoor and outside environmental conditions in that activities occur inside and outside.

Boys & Girls Clubs of South Puget Sound is an Equal Opportunity Employer

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not intended to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

I have read and agree to carry out the above-stated job responsibilities.

Signed: _____
INCUMBANT DATE

Signed: _____
SUPERVISOR DATE

Signed: _____
DIRECTOR OF HUMAN RESOURCES DATE