



Position: Program Coordinator (Full-Time)

Supervisors: Clubhouse Director

Department: Core Staff

Hours: Monday-Friday, 12-8 p.m. (some weekends required)

Salary/Rate: \$30,000 - 35,000 per year

Location: Program Coordinators will be assigned to one Clubhouse but may be asked to cover at other Clubhouse locations when necessary.

General Function: Under the leadership of the Clubhouse Director, Program Coordinators plan, supervise, and lead structured activities that are designed to empower youth, ages 6-18, to excel in school, become good citizens, and lead healthy, productive lives.

Expectations:

Youth Development

- Be a responsible and positive adult role model
- Engage Club members with a high level of enthusiasm and energy
- Promote and motivate participation in Club activities through bulletin boards, posters, and word of mouth
- Inspire Club members to make good choices about their educational, personal, physical, social, and emotional needs
- Provide recognition to members through positive validations, healthy incentives, and affirmation on a regular basis

Clubhouse Safety

- Set clear boundaries for Club members by enforcing Club rules and policies
- Continually monitor and supervise the safety and behavior of all Club members
- Maintain a clean, organized, and safe work environment
- Supervise food service operation

Part-Time Staff Supervision

- Maintain clear communication about schedules and lesson plans with part-time staff
- Provide continuous guidance and coaching to part-time staff

Professionalism

- Plan and adhere to the Clubhouse schedule
- Accurately track program attendance and outcomes
- Complete assigned tasks on time with minimal supervision
- Attend and make a positive contribution to team meetings and staff trainings
- Maintain smooth flow of communication with other staff and volunteers



COVID-19

- Follow all BGCL COVID-19 safety guidelines
- Hold youth accountable to BGCL COVID-19 safety guidelines
- Undergo daily wellness screening with health questionnaire and temperature checks
- Wear a mask when indoors or within 6-feet of others
- Only facilitate BGCL-approved COVID-19 activities (some recreational or supply-sharing activities may be off-limits due to safety precautions)

Qualifications:

- High School Diploma or GED
- Experience in youth development, education, or recreation (i.e. coaching) preferred
- Familiarity with the diverse population that the Boys & Girls Club of Lancaster serves

Skills:

- Ability to adjust to a fast pace of work, think on your feet, and use common sense
- Ability to manage a group of kids with distractions/interruptions
- Ability to relate to and motivate youth of various ages
- Ability to resolve conflict and manage behavior
- Ability to communicate effectively with families, staff, volunteers, and Club supporters
- Ability to work independently and in a team-oriented environment

Physical Requirements/Work Environment:

- Ability to stand for long periods of time
- Ability to watch and listen to youth activities
- Ability to move easily across a variety of indoor and outdoor surfaces
- Ability to bend and lift a minimum 25 pounds

Disclaimer:

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. Other duties assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.

Employee Name (printed): _____

Employee Signature: _____ **Date:** _____

Date Reviewed with Supervisor: _____ **Supervisor Initials:** _____