

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF NORTH SAN MATEO COUNTY

JOB DESCRIPTION

TITLE: Program Coordinator 1
SUPERVISOR: Teen Program Director
CLASSIFICATION: Non-Exempt
HOURS: 20 hours/wk

PRIMARY FUNCTION:

Under the direction of the Teen Program Director, the Program Coordinator will ensure the delivery of quality, after-school and out school youth programs, activities, and services for middle school members that show measurable impact in participants' academic success; good character and citizenship; the arts, STEM, and promotion of healthy lifestyle. Programs and activities must be organized, fun, meet the developmental needs of youth members and scheduled to ensure maximum participation. Programs must be inclusive, diverse, safe, and consistent with the organization's mission and vision.

KEY ROLES (Essential Job Responsibilities):

Program Development, Outcome Measurement and Evaluation

- Under the guidance of the Teen Program Director, help plan and implement program activities that support youth development outcomes
- Help develop program objectives consistent with organizational goals and mission.
- Help deliver day-to-day program activities in accordance with established standards and goals.
- Provide homework support daily
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area.
- Demonstrate leadership to assure conduct, safety and development of members.
- Maintain program goals and settings that insure the health and safety of members.
- Provide daily opportunities for Club members in a safe and positive atmosphere for them to learn and grow.
- Help ensure that volunteers understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.
- Participate in the evaluation of programs on a continual basis

- Ensure programs/activities respond to member needs and address their gender and cultural diversity.
- Assist with membership tracking, and generating reports as assigned.
- Ensure safety and inclusion of all members and encourage their participation.
- Help maintain a clean, safe, and organized facility.
- Work within the parameters of the approved budget.

Partnership Development and Public Relations

- Increase visibility of programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information through mailings, fliers, and other avenues.
- Build positive relationships with parents and school personnel.
- Maintain contact as needed with external community groups, schools, members' parents and others to assist in resolving problems.

Additional Responsibilities

- Implement special programs and/or events as necessary.
- Participate in special events and organization fundraisers as required.
- Help manage record keeping and appropriate summary reports for grants and other reporting.
- Attend required BGC and BGCA programs, events, and meetings
- Walk members from a school to a club site.
- Transport members in club or district vehicle.
- Other duties as assigned.
- The club will exercise the right to assign you to work from different club sites or locations as necessary

SKILLS/KNOWLEDGE REQUIRED:

- Previous work experience with children and youth
- Experience teaching arts activities to children and youthbren
- Ability to work independently and as part of a team
- Ability to motivate youth and manage behavior problems in a positive way.
- Ability to engage respectfully with youth, the general public, parents, co workers and others.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Good communication skills.
- Must pass Criminal Record background check.

SKILLS/KNOWLEDGE PREFERRED:

- Bilingual in English and Spanish
- CPR and First Aid Certification (to be arranged if not current)

TO APPLY: Submit resume and cover letter to Human Resources at hr@theclubs.org.

