



Ellettsville Club Program Coordinator

WORKING HOURS: Monday - Friday, 2-6 p.m.

DATES: August 10, 2018 - May 24, 2019

BASIC JOB FUNCTION: The Program Coordinator will be a lead staff for our kindergarten through fifth grade afterschool and break day programs. During afterschool programming, the coordinator will plan and implement two one-hour rotations per school day, with one program focusing academic and the other on healthy lifestyle, character & leadership development or arts programming. During break days, more programming may be required.

This site is funded by 21st Century Community Learning Center grants and has specific and rigorous management and tracking requirements, including, but not limited to: daily attendance tracking, activity tracking by member, additional expense reconciliations, field trip pre-approvals, annual reporting, etc.

EDUCATION/EXPERIENCE REQUIREMENTS: EDUCATION/EXPERIENCE REQUIREMENTS: 1 or more year's youth work experience required. Higher education degree preferred. Individual must be able to manage staff, work with large groups of youth and have education knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Create lesson plans and work with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+ kids) in recreation and academic settings.
2. Utilize the five (5) elements of positive youth develop: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
3. Build positive relationships with youth, parents, schools, and community.
4. Document disciplinary actions, physical injuries and incidents in program and report to professional staff.
5. Track daily attendance and program outcomes, prepare data for reporting purposes when necessary.
6. Mandatory cleaning, set up and closing down of program area on a daily basis.
7. Participate in training and staff development activities.
8. Assume other programmatic and administrative duties as assigned.
9. Reports to Program Director.

If you are interested in applying for this position, please email the Ellettsville Unit Director, Tabitha Cassani, at tcassani@bgcbloomington.org or call (812)300-0100.