

Indiana Kids Program Coordinator

WORKING HOURS/PAY RATE: Starting at \$10/hour, 30 hours/week

VACATION/SICK DAYS: Paid/Unpaid, 2 per semester

HOLIDAYS: Paid/Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

BENEFITS: Outlined in Employee Handbook

DATES: Year-round, starting in August

JOB DESCRIPTION: The Indiana Kids Coordinator will manage Club-wide Indiana Kids initiative. This includes tracking all Indiana Kids members' homework sessions, career sessions, pre, and posttests and for submitting monthly reports to Indiana Kids supervisors and Boys & Girls Clubs of supervisors.

During afterschool programming, the coordinator will plan and implement two one-hour rotations per school day, with one program focusing on educational programming and the other on special programming in line with the BGC core program pillars: Academic Success, Healthy Lifestyle, Character & Leadership and Access to the Arts. 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.

QUALIFICATIONS:

1. 2 or more year's youth work experience required.
2. Higher education degree preferred.
3. Individual must be able to manage staff, work with large groups of youth and have education knowledge.

ESSENTIAL JOB FUNCTIONS:

1. Track and submit all Indiana Kids reports for billing and to monitor program growth and effectiveness.
2. Develop and implement daily programs for all members.
3. 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.
4. Utilize the five (5) elements of positive youth develop: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
5. Manage program space which includes leading volunteers/interns in administration of programmatic best practices.
6. Build positive relationships with youth, parents, schools, and community.
7. Document disciplinary actions, physical injuries and incidents in program and report to professional staff.
8. Track daily attendance and program outcomes, prepare data for reporting purposes when necessary.
9. Mandatory cleaning, set up and closing down of program area on a daily basis.

10. Participate in training and staff development activities.
11. Reports to Program Director.
12. Assume other duties as assigned.

WORK 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.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
7. Ability to work in a professional environment and positively represent organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.
10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
12. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to
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