

Social Recreation Program Coordinator- AmeriCorps

WORKING HOURS: 4-7 p.m., Monday-Friday (at least 4 days a week)

PAY RATE: AmeriCorps ACES Program 900 hours: Living Stipend of \$7,425 awarded proportionally every month; Educational Award of \$2,865 awarded at the end of service.

VACATION/SICK DAYS: Unpaid, 2 per semester or annually

HOLIDAYS: 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: August 5, 2019 - May 22, 2020

JOB DESCRIPTION:

Lead after-school programming as a Social Recreation Coordinator. Plan and implement programming in the Games Room, engage with youth, ensure safety, and plan program implementation as Lead Staff. Responsible for supervising homeroom and/or implementing an active Indiana Kids program, as well as coordinating social recreation activities for program rotations. Train, monitor, and manage support program staff that are implementing or assisting the program. Assist in tracking all Indiana Kids members' homework sessions, career sessions, pre, and posttests and for submitting monthly activity reports to Indiana Kids Coordinator. Will report directly to Program Director & Unit Director. Assist in leading nightly staff cleaning and closing of Lincoln St. facility.

QUALIFICATIONS:

1. Prior Youth Work or volunteer experience preferred
2. Individual must be able to work with large groups of youth
3. Must have graduated from High School

ESSENTIAL JOB FUNCTIONS:

1. Create and maintain various programs for members to remain involved in.
2. Train, monitor, and manage lead staff that are supporting afterschool program.
3. Lead 2019-2020 club-wide social recreation programs.
4. Meet with Boys & Girls Clubs of Bloomington supervisors; Program Director and Unit Director.
5. Develop relationships with community partners for career exploration programs.
6. Encourage a positive environment for members to learn, interact, and grow.
7. Conduct small and large group active enrichment activities.
8. Assist with clean up and organization of all program areas.
9. Build positive relationships with youth, volunteers, parents, schools, and community.
10. Assist with tracking daily attendance and other applicable program administrative duties.
11. Assist with preparing information for reporting purposes when necessary.
12. Attend mandatory staff meetings and training sessions.
13. Report to Program Director.



14. 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
Neil Smith- Senior Unit Director
Boys & Girls Clubs of Bloomington- Lincoln St
311 S Lincoln St
nsmith@bgcbloomington.org