



Healthy Lifestyles Coordinator: Americorps

WORKING HOURS/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

HOLIDAYS: Unpaid days off

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

BENEFITS: None provided.

DATES: August 5, 2019 - May 22, 2020

JOB DESCRIPTION: The Healthy Lifestyles Coordinator will be the lead staff with oversight of our active and athletic programs for kindergarten through sixth grade members. During afterschool programming, the coordinator will plan and implement two 45 minute rotations per school day, with one program focusing active educational programs and the other on healthy lifestyle programming. During break days, more programming may be required. The coordinator will also be responsible for leading our flag football program.

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. Develop and implement daily healthy lifestyle programs for all members, including active educational programs.
2. 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.
3. Utilize the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
4. Build positive relationships with youth, parents, schools, and community.
5. Document disciplinary actions, physical injuries and incidents in program and report to professional staff.
6. Track daily attendance and program outcomes, prepare data for reporting purposes when necessary.
7. Mandatory cleaning, set up and closing down of program area on a daily basis.
8. Participate in training and staff development activities.
9. Reports to Healthy Lifestyles Program Director.
10. Assume other duties as assigned.



BOYS & GIRLS CLUBS
OF BLOOMINGTON

JOB DESCRIPTION

www.bgcbloomington.org 812.332.5311

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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