

Youth Development Professional - Program Coordinator

WORKING HOURS/PAY RATE: Starting at \$10/hour, up to 20 hours/week

CLUB HOURS: Monday - Friday, 3 - 6 p.m. on school days, opportunities for more hours on school breaks

JOB DESCRIPTION: A Program Coordinator is the lead staff with oversight of our K-5 programs for kindergarten through fifth grade. The coordinator will focus on providing fun, educational, and safe programming for Club youth focusing on academics and skill-building. The coordinator will also have the opportunity to run or assist in programming in our special programs. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

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 of members, 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. Individuals must be able to manage staff, work with large groups of youth and have education knowledge.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily programs that encourage members to take part in their community and to inspire them to be caring, productive and responsible citizens.
2. Create and maintain various programs for members to remain involved in.
3. Encourage a positive environment for members to learn, interact, and grow.
4. Conduct small and large group active enrichment activities.
5. Assist with clean up and organization of all program areas.
6. Build positive relationships with youth, volunteers, parents, schools, and community.
7. Assist with tracking daily attendance and other applicable program administrative duties.
8. Assist with preparing information for reporting purposes when necessary.
9. Attend mandatory staff meetings and training sessions.
10. Report to the Program Director.
11. Assume other duties as assigned.

Send Resume to

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