



BOYS & GIRLS CLUBS
OF BLOOMINGTON

JOB DESCRIPTION

www.bgcbloomington.org | (812) 332-5311

**School Day Program Coordinator - Fall Semester
Temporary Employment**

WORKING HOURS/PAY RATE: \$10-\$13/hour
25-40 hours/week Monday-Friday 7:30am- 6:00pm

VACATION/SICK DAYS: 2 Unpaid per semester

HOLIDAYS: Unpaid Holidays 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: 8/3/2020-12/31/2020

JOB DESCRIPTION:

Responsible for overseeing the care of children while MCCSC and RBB provide the delivery of Virtual Learning in a small group (15 Elementary age children) of students through the Boys & Girls Clubs in Bloomington and Ellettsville. Oversight will include supervision of the room, assisting students to remain focused on school work, and upholding safety protocols and policies. Responsibilities during the non-Virtual Learning time will include the planning, development, and implementation of engaging programs and activities within the pod.

QUALIFICATIONS:

1. High School Degree Required.
2. Higher education degree preferred.
3. 1 or more years of youth work experience required.
4. Educational program knowledge and experience.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily programs that encourage positive activity.
2. Establish and maintain unit program goals and settings that insure the health and safety of members.

3. Create and maintain various programs for members.
4. Encourage a positive environment for members, staff, and volunteers to learn, interact, and grow.
5. Conduct small and large group active enrichment activities.
6. Assist with cleanup and organization of all program areas.
7. Build positive relationships with youth, volunteers, parents, schools, and community.
8. Assist with tracking daily attendance and other applicable program administrative duties.
9. Assist with preparing information for reporting purposes when necessary.
10. Attend mandatory staff meetings and training sessions.
11. Report to your supervisor.
12. Assume other duties as assigned.

WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Must be able to wear a mask while in the building.
3. Demonstrates strong organizational and communication skills.
4. Exhibits professionalism.
5. Maintains excellent working relationships with staff, volunteers and public.
6. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
7. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
8. Ability to work in a professional environment and positively represent organization under various levels of stress.
9. Ability to work on multiple projects and prioritize effectively.
10. Visual acuity for accurate reading, typing, filing and use of computer screens.
11. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
12. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
13. 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.
14. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
15. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume with Work Availability (days and times) to:

Pam Martindale - Human Resources Assistant
pmartindale@bgcbloomington.org