



Healthy Lifestyles Director

WORKING HOURS: Monday through Friday (10:00 AM to 6:00 PM or 11:00 AM-7:00 PM, with weekends and additional hours as necessary.)

PAY RATE/SALARY: \$35,600/year

LOCATION: Boys & Girls Clubs of Bloomington- Lincoln St.

BENEFITS AND PTO: Outlined in Employee Handbook

BASIC JOB FUNCTION: The Healthy Lifestyles Coordinator is responsible for the planning and implementation of all healthy lifestyles programming, including but not limited to: Triple Play, Social Recreation, Flag Football, 3 on 3 Basketball, Cutter's Soccer. The Director will focus on providing fun, educational, and safe programming for club youth focusing on active programming. The Director will also run special programming focused on athletic or recreational activity (yoga, dance, ultimate frisbee, etc.). Healthy Lifestyles Director will also be responsible for creating and running Community Health events. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth. This position will be responsible for hiring, training, and management of all Healthy Lifestyle staff of the unit. The Director will be responsible for program and staff management of the Games Room, Gym, Kitchen, and Bike Shop.

EDUCATION/EXPERIENCE REQUIREMENTS: 4 or more year's youth work/volunteer experience required. Individuals must be able to work with large groups of youth and have education and or youth program knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction, and creativity.
2. Demonstrates best practices in recruitment, interviewing, hiring, coaching, and training of staff.
3. Demonstrates strong organizational and communication skills.
4. Exhibits professionalism.
5. Maintains excellent working relationship with staff, volunteers and public.
6. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Develop and assist in implementation of daily Healthy Lifestyle programs for all members.
2. Recruit, hire, and manage all Healthy Lifestyle staff and volunteers.
3. Create appropriate educational activities based on grade and gender.
4. Encourage a positive environment for members to learn, interact, and grow.
5. Assist with cleanup 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. Report to the Unit Director.
10. Drive routes when necessary.



11. Assume other duties as assigned.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. 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.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

Send Resume and Cover Letter to:

Pam Martindale

Boys & Girls Clubs of Bloomington - Lincoln St.

311 S Lincoln St., Bloomington, IN 47401

pmartindale@bgcbloomington.org