

## **Program Coordinator- BGC Ellettsville (Seven Oaks Site)**

WORKING HOURS/PAY RATE: \$10-\$12/hour, up to 20 hours/week

HOLIDAYS: Unpaid days off

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

JOB DESCRIPTION: A Program Coordinator is a lead staff who plans and implements fun, educational, and safe programming for Club youth. The position will implement safety protocols required by the Club. Program Coordinator will directly serve as a positive role model, mentor, and leader to diverse youth and staff.

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 reconciliation, field trip pre- approvals, annual reporting, etc.

### QUALIFICATIONS:

1. 1 or more year's of youth work experience required.
2. Higher education degree preferred.
3. Individuals must be able to 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. Encourage a positive environment for members to learn, interact, and grow.
3. Conduct active enrichment activities.
4. Assist with clean up and organization of all program areas.
5. Build positive relationships with youth, volunteers, parents, schools, and community.
6. Assist with tracking daily attendance and other applicable program administrative duties.
7. Assist with preparing information for reporting purposes when necessary.
8. Attend mandatory staff meetings and training sessions.
9. Report to the Program Director.
10. 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 relationships 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.

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

**Send Resume to**  
**Eric Yandl- Unit Director**  
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