



BOYS & GIRLS CLUB
OF ELLETTSVILLE

Ellettsville Senior Program Coordinator

WORKING HOURS/RATE: Monday - Friday, shift varies, up to 30hrs per week, \$13/hr

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 6 hours.

BENEFITS: None provided.

DATES: Start Date Aug 2, 2021

BASIC JOB FUNCTION: The senior program coordinator will assist with coordination and implementation of the Club's programs, ensuring proper operation and providing support. The senior program coordinator also acts as a Club staff mentor by leading orientations, observing staff and meeting regularly with new staff members to ensure proper onboarding. The senior program coordinator will also have the opportunity to run or assist in programming.. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

EDUCATION/EXPERIENCE REQUIREMENTS: EDUCATION/EXPERIENCE REQUIREMENTS: 2 or more year's youth work experience required. Individuals must be familiar with social-emotional, trauma-informed behavior management skills. Positive Behavior Management training/education preferred.

SKILLS/KNOWLEDGE 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.

ESSENTIAL JOB FUNCTIONS:

1. Provide coaching and mentoring to part-time Club staff, interns and volunteers.
2. Support behavior management in Club programming.
3. Complete facility checks, ensure bathroom, cleaning and health screening logs are properly completed.
4. The Senior Program Coordinator may be required to work one-on-one with youth, as well as with a small to large group of youth.
5. Utilize the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
6. Build positive relationships with youth, parents, schools, and community.
7. Document disciplinary actions, physical injuries and incidents in the program and report to professional staff.
8. Assist with cleaning, set up and closing down of program areas.
9. Participate in training and staff development activities.
10. Assume other programmatic and administrative duties as assigned.
11. Reports to Unit Director.

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 screens.
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 to

Eric Yandl- Unit Director

Boys & Girls Clubs of Bloomington- Ellettsville

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