



**BOYS & GIRLS CLUB**  
OF ELLETTSVILLE

**After School Program Coordinator**

**Ferguson Crestmont Club Youth Development Professional**

WORKING HOURS/RATE: Monday - Friday, hours vary, up to 20 hrs per week / \$11-12 per 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.

DATES: Starting August 2021

BASIC JOB FUNCTION: The Ferguson Crestmont Club After School Program Coordinator will plan and implement programming in line with the BGC core program pillars: Academic Success, Healthy Lifestyles, Character & Leadership and Access to the Arts. The program coordinator is the instructor of Club programming and functions in a fast-paced, energetic environment. Program Coordinators may manage program assistants or volunteers helping with the program, in a large group setting (typically 15-25 youth)

Other duties include supervision and necessary behavior management, as well as ensuring members follow increased hygiene and social distancing measures. This individual may be asked to perform health screenings and cleaning/disinfecting of the program rooms and restroom.

EDUCATION/EXPERIENCE REQUIREMENTS: Individuals must be able to manage volunteer staff and/or interns, work with large groups of youth and have education knowledge. 1 or more year's youth work experience is preferred. High school degree or equivalent 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. Develop and implement daily programs for all members.
2. Create lesson plans and work with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+kids) in recreational and academic settings.
3. Utilize the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
4. Manage program space, which includes leading volunteers/interns in administration of programmatic best practices.
5. Build positive relationships with youth, parents, schools, and community.
6. Document disciplinary actions, physical injuries, and incidents in the program and report to professional staff.
7. Track daily attendance and program outcomes, prepare data for reporting purposes when necessary.
8. Mandatory cleaning, set up and closing down of the program area on a daily basis.
9. Participate in training and staff development activities.
10. Assume other programmatic and administrative duties as assigned.
11. Reports to Program Director.

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

Please send resume and cover letter to [jobs@bgcbloomington.org](mailto:jobs@bgcbloomington.org) and [tcassani@bgcbloomington.org](mailto:tcassani@bgcbloomington.org)