



**BOYS & GIRLS CLUB**  
OF ELLETTSVILLE

**Ellettsville Club Grants Coordinator**

WORKING HOURS/RATE: Monday - Friday, (hours may vary, up to 29 hrs per week)/\$15 an hour

VACATION/SICK DAYS: Unpaid, 2 per semester

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 6 hours.

BENEFITS: None provided.

START DATE: TBD

BASIC JOB FUNCTION: The hourly, part-time EV Grant Coordinator is responsible for the data collection and input of the 21st Century, Indiana Kids, HB1008 grant requirements, as well as overseeing compliance with other Club grants and reporting duties. Data management includes managing attendance systems such as MyClubHub, Cayen and Google Sheets, etc. The EV Grants Coordinator will work directly with the Unit Director to report required data points in a timely and professional manner. There will be additional administrative duties assigned to this position as needed.

EDUCATION/EXPERIENCE REQUIREMENTS: EDUCATION/EXPERIENCE REQUIREMENTS:

Must demonstrate the ability to manage multiple tasks simultaneously and an ability to be dependable and available to members, staff, and volunteers. Must possess self-motivation and interpersonal skills and an ability to speak to groups, agencies, students, and community members.

Technical skills include: Proficient in Google suite (Google Docs, Sheets, Forms, etc); Proficiency in utilizing email and data entry systems.

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. Monitor grant compliance for the 21CCLC, HB1008 and Indiana Kids programs.
2. Manage data input, accuracy and interpreting, sharing findings with directors to improve programming.
3. Train other staff to complete grant requirements and reporting.
4. Maintain a clean and well organized file management system.
5. Create and distribute communication materials to parents, school, or community members/organizations.
6. Assume other administrative duties as assigned by the 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 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.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Just as you retain the right to resign, without notice or cause, BGCB has the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any BGCB officer or representative, with the exception of an express written employment contract signed by the Unit Director. If you understand and accept these terms, please sign below.

We believe BGCB is an outstanding organization with a capable, dedicated staff. We believe you will become a valuable, enthusiastic member of our team. Welcome to the Boys & Girls Club of Bloomington!

***I understand the expectations, functions, and information presented in this document that describes the 21CCLC Site Coordinator.***

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Senior Unit Director Signature \_\_\_\_\_ Date \_\_\_\_\_