

## **Summer Center Youth Development Professional Coordinator**

### **Ferguson Crestmont**

WORKING HOURS/PAY RATE: \$13 /hour, 29 hours/week

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 8 hours.

BENEFITS: Outlined in Employee Handbook

START DATE:

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

JOB DESCRIPTION: Lead the development and leadership of programming for our K-6 OR Teen program including planning and implementing daily programming and member management. Focus on providing fun, educational, and safe programming for club youth. Directly serve youth through leadership of programs and activities, assisting the operation of our daily program.

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.

**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.

Send Resume to  
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