



BOYS & GIRLS CLUBS
OF UTAH COUNTY

CAREER OPPORTUNITY

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| POST DATE: | July 2022 |
| TITLE: | School Site Coordinator – Afterschool Program Coordinator |
| EDUCATION LEVEL: | Bachelor degree or equivalent accreditation |
| COMPENSATION: | \$15-20 per hour |
| WORK SCHEDULE: | Part-time, M/T/Th/F 2:30-5pm. Wednesday 12:30-3:30pm, (some summer programs may apply) |

Overview:

The Boys & Girls Clubs of Utah County provides afterschool programs to students from grades pre-k to 12th grade. The afterschool programs are located on-site at school locations and run Monday-Friday from afterschool until 5:00 pm during the school year. While at the program, youth receive a blend of academic and enrichment activities. In addition, this program provides healthy snacks to youth at the sites.

JOB SUMMARY:

Directs/manages overall daily operations of the designated afterschool program with the primary concern for activity and service delivery, supervision and training of staff, facilities management, budgets, membership administration, and serving healthy snacks.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee programs and activities that support Youth Development Outcomes:
 - Establish program objectives consistent with organizational goals and mission.
 - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
 - Ensure members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - Demonstrate leadership to assure conduct, safety and development of members.
2. Ensure safety of youth by adhering to policy, providing proper supervision, and planning appropriate activities; ensure program areas are safe, well ventilated and well lit; and equipment is maintained in good working condition.
3. Ensure the evaluation of Club programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.

Supervision

1. Allocate and monitor work assigned to program staff and volunteers, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
2. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
3. Ensure productive and effective performance by all program staff and volunteers.

Leadership

1. Plans and oversees the administration of club-wide programs and activities

2. Establishes objectives consistent with organizational goals and mission.
3. Oversee day-to-day program activities in accordance with established standards and goals.
4. Oversees provision of guidance services to members to assist them to fulfill and make appropriate choices in educational, personal, physical, social, emotional, vocational, and spiritual needs.
5. Demonstrates leadership to assure conduct, safety and development of members.
6. Maintains membership records, daily attendance, and club registration.

Marketing and Public Relations

1. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, and media releases.

ADDITIONAL RESPONSIBILITIES:

1. Perform safety walkthroughs and ensure compliance with emergency exit maps, fire and emergency drills, first aid kit restocking, etc.
2. Increase visibility of Club programs via regular program calendars, newsletters, and website postings. Disseminate program calendars and newsletters to key stakeholders and the community at-large.
3. Plan and coordinate field trips (if offered).
4. Oversee key curricula in alignment with TANF purpose 3.
5. Work with the grant coordinator to ensure that the program is in compliance with all grant requirements.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Associate or bachelors from an accredited college and successful completion of at least 12 semester credit hours of coursework in childhood development or elementary education.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Communicate with the school and general public.
- Plan and implement quality programs for youth.
- Organize and supervise members in a safe environment.
- CPR and First Aid Certifications may be required.
- Valid State Driver's License

OTHER REQUIREMENTS

- Must be at least 21 years of age
- A minimum of one year experience working in a youth center
- Proficient in Microsoft Office software and general computing skills
- Strong communication skills both verbal and written
- Must be able to lift 25 pounds
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision