



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

POSITION DESCRIPTION

SENIOR PROGRAM COORDINATOR

GENERAL FUNCTION:

Responsible for overseeing the delivery of a broad range of programs within a designated site, such as Academic Success; Fine Arts; Sports, Fitness & Recreation; Health & Life skills and Character & Leadership Development.

RESPONSIBILITIES:

1. **PROGRAM IMPLEMENTATION** - Using the Youth Development Strategy & Formula for Impact Assessment, implements programs to meet organization's mission. Utilizes programs developed locally and by Boys & Girls Clubs of America to create a fun environment for Club Members to feel a sense of belonging, usefulness, competence, and influence in the Out of School Time. Keeps records of program participation as directed. Works in a ratio of 20:1 staff.
2. **ROLE MODEL** – Believes in the ability of every youth to succeed & expresses it to Members. Through role modeling and youth group management, create an environment that facilitates the achievement of Youth Development Outcomes, (Academic Success, Healthy Lifestyles, Good Character.) Always maintains enthusiasm and a positive attitude with youth and within the Club community. Conveys warmth, care & proper guidance in ongoing interactions with Members.
3. **MEMBERSHIP RECRUITMENT** – Recruits and retains members by promoting the Club through flyers, newsletters and word-of-mouth. Maintains recommended number of Members at site (and appropriate waiting lists if necessary) and ensures they carry their Membership Card to the Club every day. Responsible for meeting annual goals for Membership, attendance and impact metrics.
4. **COMMUNICATION** – Actively participates in daily and weekly Club communication with coworkers, supervisors, and volunteers.
5. **SAFETY** - Maintains a safe, clean environment. Follows Club policies and common sense to ensure proper use and maintenance of Club equipment and property. Ensures safety of members at all times by proper supervision.
6. **DISCIPLINE** - Utilizes appropriate discipline to ensure the safety and enjoyment of all members. Encourages Members to take responsibility for their good behavior and reinforces high behavior expectations at all times.
7. **FACILITY MANAGEMENT** – Assists in maintaining a clean, safe, and appealing Club facility and program area.

8. **LEADERSHIP** - Assist Director in planning and overseeing the administration of designated 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 that 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.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member and program issues.

SKILLS, EXPERIENCE & TRAINING:

- Person will be of flawless integrity.
- Four year degree in related field from an accredited college or university, or currently enrolled in school pursuing a four year degree.
- A minimum of two years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Ability to obtain Instructional Aide certification within 30 days.
- Demonstrated organizational, staff and project management abilities.
- Mandatory CPR and First Aid Certifications.
- Mandatory negative TB test.
- Valid State Drivers License.
- Proof of Auto Insurance.



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7/18/2013

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