



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

POSITION DESCRIPTION

PROGRAM COORDINATOR

GENERAL FUNCTION:

Works directly with youth, Monday through Friday after school, offering Youth Development Programming in five core areas including Education & Career Development; 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. **COMMUNICATION** – Actively participates in daily and weekly Club communication with co-workers, supervisors, and volunteers.
4. **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.
5. **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.
6. **FACILITY MANAGEMENT** – Assists in maintaining a clean, safe, and appealing Club facility and program area.

SKILLS, EXPERIENCE & TRAINING:

- Associate degree (or higher) or currently pursuing a degree.
- Experience with youth in a Boys & Girls Club or similar program preferred.
- Group leadership skills, including an understanding of group dynamics.
- Mandatory negative TB test.
- Ability to pass Instructional Aide test (requirement waived if candidate holds Associate's degree or higher).