

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

POSITION DESCRIPTION

TITLE:	Program Coordinator
DEPARTMENT:	Operations
REPORTS TO:	Club Director
HOURS:	20-25 hrs per week / scheduled during program hours
PAY RANGE:	\$13-\$14 per hour
STATUS:	Part-time non exempt

POSITION DESCRIPTION

This position is responsible for assisting with the delivery of a broad range of youth development programs, which drive increased participation in an outcome-driven Club experience. The Program Coordinator supports the daily program to ensure quality targeted programming and priority outcomes. This includes accountability for member engagement, family involvement, and assuring that members are provided with programming that promotes physical activity, pro-social engagement, community service, career and academic development. The Program Coordinator is expected to share best practices and collaborate effectively with their peers across the organization and in the community.

KEY RESPONSIBILITIES

- Responsible for ensuring that member and program data is entered into the member tracking system
- The Program Coordinator is the person in charge in the absence of the Club Director
- Responsible for the OSPI meal program delivery and tracking
- Build and maintain relationships with families
- Assist with the development of programs and activities that prepare youth for success in accordance with our mission and vision.
- Approach challenges and collaborative efforts with a strengths-based and positive attitude.
- Participate in county-wide program quality improvement efforts.
- Promotion of programs to attract and retain members
- Ensure participation in impact programs
- Accountable for maintaining the safety of the Clubhouse
- Participate in special programs or events as directed by Club Director or Chief Operating Officer.
- Take the initiative in researching best practice programs and proven methods for youth development both within the Boys & Girls Clubs Movement and throughout the field of Youth Development

CORE PERFORMANCE CATEGORIES

- Program Development & Management
- Project Management
- Youth Development

ADDITIONAL RESPONSIBILITIES

Exercise authority in problems relating to staff and members; utilize guidance and discipline plan.

Handle other duties and responsibilities as deemed necessary or important as assigned by the Chief Executive Officer or Chief Operating Officer.

RELATIONSHIPS

Internal : Maintain close, daily contact with Club staff, other BGCWC or BGCA program staff, Club members and parents. Communicate daily to receive/provide information, discuss issues, explain or interpret guidelines/instructions. Collaborate with other Clubs to leverage strengths and create a consistency in quality programming throughout BGCWC.

External: Maintain contact with external community groups, schools, members' parents/guardians and others as necessary to be successful in position and as directed by the Club Director

SKILLS/KNOWLEDGE REQUIRED

- Four year degree in related field from an accredited college/ university preferred or combination secondary education and experience
- 1 year management experience, 3+ years preferred
- Satisfactory Motor Vehicle Record as determined by BGCWC. Must be 21 years old or older to drive Club owned and operated vehicles, when applicable
- Knowledge and/or experience working with a non-profit youth development agency, Boys & Girls Club experience preferred
- Proficient skill with Microsoft Office Suite
- Good organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality
- Expertise in youth development principles, ability to motivate youth in a positive way
- Proven ability to manage large groups of children
- Strong analytical and problem solving skills
- Experience supervising staff / volunteers
- Ability to set priorities and meet deadlines
- Ability to learn and implement new ideas
- Excellent verbal and written communication skills
- Ability to pass a national criminal background check and drug test that meets federal law
- Ability to work varied hours to meet organizational demands

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys &

Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

DISCLAIMER

The job description in no way states or implies these are the only duties to be performed by the Program Coordinator. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Operating Officer. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.

Name: _____ **Date** _____

Signature: _____