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BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

TITLE:	Site Coordinator, 21st Century Community Learning Center
SCHOOL:	Kendall Elementary (1 position available) Mount Baker Junior High (1 position available)
REPORTS TO:	Program Director
HOURS:	School Year: Monday – Friday: 2:00 pm to 7:00 pm and 30 minutes prior to the end of school on Early Release Days Summer: Monday – Thursday: 9:00 am to 5:30pm
PAY RANGE:	\$18-\$20 per hour
STATUS:	Part-time, non exempt

POSITION DESCRIPTION

Plans, implements, hires, supervises, and evaluates all staff, programs and activities at the 21st Century Community Learning Center (CCLC) to help students strive to improve in academics, attendance, and behavior.

Key Responsibilities:

- Plan, develop, implement and evaluate programs, services and activities for the site in cooperation with the program director
- Establish programs, activities that prepare youth for success, promoting safety of members and quality in programs at all times
- Document all outcomes and objectives as needed in reports to OSPI
- Provide accurate financial documentation and management for the site
- Hire part-time teachers and recruit volunteer staff
- Supervise the performance of teachers, program volunteers, and community based organizations' staff
- Provide leadership at special programs and/or events

- Actively recruit students who are recommended for the program by teachers, counselors, and administrators
- Demonstrate flexibility and ability to manage situations, including helping monitor and supervise students during the after-school hour program
- Develop and maintain public relations
- Update and maintain skills in use of current technology and information management systems
- Develop partnerships with parents, community leaders and organizations.
- Maintain daily contact with principal, teachers, after-school staff and volunteers to discuss issues, challenges and opportunities
- Provide guidance and discipline to students
- Meet weekly with Program Director
- Maintain contact with other youth-serving agencies, schools, and parents of participants

Education/Certification:

- Bachelor's degree from an accredited college or university or working toward a degree
- College coursework in education/youth development or related field
- CPR and first aid certifications—training can be provided
- Valid Washington driver's license
- Must meet the eligibility for driving district vehicles. Satisfactory Motor Vehicle Record as determined by BGCWC. Must be 21 years old or older to drive Club owned and operated vehicles, when applicable.

Special Knowledge/Skills:

- Knowledge of principles related to academic and enrichment development of youth between 5 and 15 years of age.
- Strong communication, interpersonal, organizational, time management and technology skills.
- Working knowledge of best practices in education and youth development and creative problem-solving ability.
- Knowledge and/or experience working with a non-profit youth development agency such as Boys & Girls Clubs.
- Proficient skill with Microsoft Office Suite.
- Good organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality.

Experience:

Two years' experience with out-of-school program management preferred.

Experience with child development or leisure studies preferred.

Demonstrated ability to effectively work with others and provide leadership to youth and adults

Must be able to pass background, drug and driving record checks.

Working conditions:

Mental demands/Physical demands/Environmental factors:

Maintain emotional control under stress. Limited travel is required; occasional prolonged and irregular hours. Be comfortable performing multifaceted projects in conjunction with day-to-day activities. Stand, walk, crouch, and do moderate lifting up to 40 lbs.

To Apply: Cover Letter, Resume and 3 References to Kim Grams Kgrams@whatcomclubs.org