



**JOB DESCRIPTION:**

**Position:** SITE COORDINATOR (25-30 hours p/week; some benefits)

**Position Classification:** Non-exempt; hourly

**Reports To:** Director of Programs & Family Services

**Position Scope:** The Site Coordinator directs and manages daily Boys & Girls Club program operations with the primary concern for programs and service delivery, supervision of staff, facilities management, community relations and membership administration. Coordinate programs to positively impact the lives of Club members in the areas of Character and Leadership Development; Education; Healthy Behaviors and Life Skills; Arts and Culture; Technology; and Fitness & Recreation.

**Primary Responsibilities:**

- Establish and coordinate site programs, including summer, weekend and afterschool
- Implement activities and services that prepare youth for success and facilitate achievement of the Youth Development Outcomes.
- Organize a safe, high quality program for children and youth and maintains required child/staff ratio
- Provide direct supervision of a group of children as necessary
- Supervise, manage and evaluate performance of all assigned staff
- Sustain interest in all Boys & Girls Club activities.
- Evaluate programs to ensure they continue to meet Member needs
- Follow BGCNH policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergency procedures
- Establish and maintain contact with external community organizations, individuals and parents
- Compile regular reports reflecting all activities, attendance and participation to Program Director
- Supervise the care and maintenance of department equipment.
- Keep an ongoing inventory of all equipment and supplies and their condition; maintains equipment in sound and safe order.
- Ensure the daily cleanliness and safety of the site. Ensures that safety hazards are corrected.
- Assist in the coordination of regular program staff meetings.
- Participates in ongoing professional development and other specified training

**Relationships:**

*Internal:* Maintain close, daily contact with Club Staff (professional and volunteer), Club members and supervisors to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel

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



**Knowledge, Skills and Abilities:**

- Understanding of the BGCNH philosophy, vision and goals
- Associates Degree in Education, Early Childhood Development, Human Services or related youth development field; and/or commensurate experience; Bachelor's degree preferred
- Minimum two years program delivery experience
- Minimum one year direct supervisory experience
- Experience with program development, planning, delivery and implementation
- Experience in youth development work
- Ability to establish and cultivate positive relationships with youth
- Ability to effectively work with a diverse population of youth ages 5 to 18
- Experience working with at-risk youth
- Ability to manage staff of four (4)
- Strong written and verbal communication, interpersonal and relationship-building skills
- Ability to effectively work with a variety of people and personalities
- Must be computer proficient
- Mandatory CPR and First Aid Certification required
- Valid State Driver's License Required
- Bilingual, preferred

**Physical Requirements. Work Environment**

This position requires flexibility and organizational skills, written and oral communication skills; the ability to adapt to various situations, critical and creative decision making abilities and proven demonstrated track record of managing youth.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



**Compensation:** Competitive and commensurate with experience

**To Apply:** Please forward resume and cover letter to:

Carlos Collazo- Director of Operations

[carlos.collazo@bgcnewhaven.org](mailto:carlos.collazo@bgcnewhaven.org)

AND COPY

Stephanie Barnes- Executive Director

[Stephanie.barnes@bgcnewhaven.org](mailto:Stephanie.barnes@bgcnewhaven.org)

**Attn:** Site Coordinator Search

### **About the Club**

The Boys & Girls Club of New Haven (BGCNH) is a member organization of the Boys & Girls Clubs of America. BGCNH has a rich history in New Haven, founded in 1871, we are one of the first youth-serving organizations in the country. The Club's mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

### **Our Formula For Impact**

Formula for Impact is a research-based theory of change that describes how we will increase our impact – exponentially – on the young people in our community. It is a roadmap used to ensure that members have a life-changing Club experience and leave the Club knowing they will have a great future.

- **Academic and Tutoring Programs.** Our programs foster life-long learners by supporting academic success with tools for the 21st century.
- **Good Character & Citizenship Programs:** Develop a positive self-image and good character while respecting their own and others' cultural identities.
- **Healthy Lifestyle Programs:** We teach Club youth how to adopt a healthy diet, practice healthy lifestyle choices and to make a lifelong commitment to fitness.

For more information about our programs, please visit *our* website, [www.bgcnewhaven.org](http://www.bgcnewhaven.org).