



BOYS & GIRLS CLUBS
OF SOUTH PUGET SOUND

POSITION:	Part-Time Program Coordinator
REPORTS TO:	Program Director or Designee
RATE OF PAY:	\$14.00-\$16.00 per hour plus benefits (Medical, Dental, Vision & Washington Paid Leave)
HOURS:	30-35 hours per week usual shift between Noon to 6 PM but varies with school calendar
LOCATION:	Bremerton Branch (3102 Wheaton Way, Bremerton, WA 98310)
FLSA:	Non-Exempt

The Boys & Girls Clubs of South Puget Sound is looking for an experienced Program Coordinator who can bring a passion for youth to our Club kids! If you love working with children and meet the qualifications below, apply with your **resume**, **a cover letter**, and **3 references** to jobs@bgcsps.org.

JOB SUMMARY:

Under limited supervision of the Program Director or his/her designee, a program coordinator plans, organizes, implements, supervises and evaluates success of all programs and activities provided in the any of the Boys & Girls Club core program areas. This position works primarily with teens.

MAJOR REPSONSIBILITIES:

- Promote safety of members, quality in programs, and appearance of the branch at all times.
- Provide guidance and role modeling to members.
- Promote and stimulate program participation, welcome new members and participate in their orientation process.
- Participate in weekly branch staff meetings as required.
- Plan and conduct programs and activities.
- Prepare weekly reports for the Program Director about activities, special programs, attendance and other reports as required.
- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.
- Maintain the appearance and cleanliness of the program area at all times.
- Maintain close daily contact with club staff, club members, supervisor and volunteers to receive/provide information, discuss issues, and understand guidelines/instructions.
- Evaluate success of programs.

MINIMUM REQUIREMENTS:

- High School Diploma or GED - AA or higher education strongly preferred
- A minimum of 2 years work experience in a Boys & Girls Club or similar organization, planning and supervising activities based on the developmental needs of young people
- Must pass National Criminal Background Check
- Must be able to work a flexible schedule, which may include evenings, weekends and/or holidays
- CPR/First Aid certifications – able to obtain on the job
- May be required to drive agency van, if so, must meet licensing and insurance requirements, including drug screens
- Experience formally or informally managing staff

SKILLS AND KNOWLEDGE REQUIRED:

- Demonstrated success planning, implementing, and evaluating youth development programs
- Experience supervising and evaluating the work of others
- Demonstrated group leadership skills, including an understanding of group dynamics and ability to run group activities in the gym, games room, etc., as well as outdoors on play fields
- Ability to maintain professional boundaries and adhere to confidentiality at all times
- Demonstrated organizational, staff and project management abilities
- Strong verbal and written communication skills
- Computer skills to include ability to access, input and retrieve information from the computer
- Ability to maintain professional boundaries and adhere to confidentiality
- Ability to use time and resources effectively and productively
- Ability to be consistent and encourage honesty, responsibility, fairness, sportsmanship and respect for all involved
- Ability to establish and maintain rapport with youth, parents, partners, staff, and other community members

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position regularly involves lifting, bending, standing, walking, jumping, sitting, talking, hearing, reaching, grasping and running. This position works around youth, adolescents and adults with a moderate exposure to noise. This position also works indoors and outdoors often utilizing the gym, games room and outdoor fields and play areas.

DISCLAIMER:

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

EQUAL EMPLOYMENT OPPORTUNITY

The Boys & Girls Clubs of South Puget Sound is an equal opportunity employer. It is our policy to base all employment decisions without regard or consideration for any individual's race, sex/gender, religion/creed, pregnancy, age, physical or mental disability, marital status, national origin, genetics/genetic markers, ancestry, Veterans or military status, sexual orientation or any other characteristic protected by applicable federal, state or local law.

Cover letter of interest, resume and 3 current references submitted to:

Director of Human Resources
Boys & Girls Club of South Puget Sound
3875 So. 66th Street, Suite 101
Tacoma, WA 98409

Or email to: jobs@bgcsps.org