



BOYS & GIRLS CLUBS
OF SOUTH PUGET SOUND

POSITION: Program Coordinator
REPORTS TO: Program Director, Site Director, or Designee
RATE OF PAY: \$13.00 - \$15.00 per hour
HOURS: 30-35 hours week usual shift 2 PM to 7 PM but varies with school calendar
LOCATION: **Lakewood Branch** (10402 Kline St. SW Lakewood, WA)
FLSA: Non-Exempt

Resumes and applications will be kept on file and active for three months for consideration

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. These include, but are not limited to; Arts, Technology, Sports & Recreation, Education & Career Development, Health & Life Skills, and Character & Leadership Development.

MAJOR REPSONSIBILITIES:

- Promote safety of members, quality in programs, and appearance of the branch at all times.
- Provide positive 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 QUALIFICATIONS:

- High School Diploma or Equivalent
- A minimum of 1 year 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
- Experience formally or informally managing staff
- Demonstrate success planning, implementing, and evaluating 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.
- Ability to maintain professional boundaries and adhere to confidentiality
- Demonstrated organizational, staff, and project management abilities;
 - Ability to use time and resources effectively and productively
 - Possess strong verbal and written communication skills
 - Ability to access, in-put, and retrieve information from e-mail and other computer programs required for daily operations
 - Ability to motivate others and keep them engaged
 - Ability to demonstrate enthusiasm and passion
 - Ability to establish and maintain rapport with youth, parents, partners, staff, and other service providers
- Ability to be consistent and encourage honesty, responsibility, fairness, sportsmanship and respect for all involved

PREFERRED QUALIFICATIONS:

- Post-Secondary Education (Associates, Bachelors)
- May be required to drive agency vans, if so;
 - Must meet licensing and insurance requirements
 - Must pass drug screen

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.

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.

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.

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