



BOYS & GIRLS CLUBS
OF SOUTH PUGET SOUND

POSITION: Part-Time Site Coordinator
REPORTS TO: Program Director
HOURS: 30-35 hours a week (M-F, 12 to 6:30pm)
SALARY: \$14-17 per hour DOE, plus benefits (Medical, Dental, Life)
LOCATION: **Madrona Heights** (2150 Fircrest Dr. SE, Port Orchard, WA 98366)
FLSA: Non-Exempt
TO APPLY: Send your cover letter, resume, and three references to jobs@bgcsp.org

PRIMARY JOB FUNCTION:

Under the supervision of the Program Director, the Site Coordinator is responsible for implementing programs and activities for teens, and for planning, promotion, and evaluation of those programs and activities. He/she is responsible for supervising the program areas, and the general operation of the site.

ESSENTIAL JOB RESPONSIBILITIES:

1. **PROGRAM PLANNING**—Develop, plan, implement and evaluate programs and activities that help youth to (1) build self-esteem through increased feelings of belonging, competence, usefulness, and power/influence; (2) learn new skills; and/or (3) develop positive values.
2. **PROGRAM IMPLEMENTATION**—Implement a variety of programs and activities in the core program areas, helping youth to build self-esteem, learn new skills, and/or develop positive values.
3. **PROGRAM/FACILITY SUPERVISION**—Manage and supervise programs, activities, and facilities in order to ensure positive experiences for everyone in a safe, clean, kid-friendly, and program-appropriate environment. Supervise part-time and work study staff, schedule work hours and manage facility access control.
4. **ROLE-MODELING**—Interact with, and act as a positive role model to, middle school and high school youth and staff.
5. **PROGRAM PROMOTION**—Assist in the promotion of Club programs, activities, and events. Manage the development and upkeep of bulletin boards and other signage at the Club. Appropriately represent the Club to the public, both in person and over the phone.
6. **REGISTRATIONS & PAYMENTS** —Conduct program registrations and process payments according to club standards as needed and appropriate.
7. **ACCOUNTABILITY**—Maintain program attendance and participation records and write reports as needed. Complete timesheet.
8. **MAINTENANCE**—Manage the maintenance of Club facilities as a professional, safe, clean, kid-friendly, and program-appropriate environment.
9. **PEOPLE MANAGEMENT**—Lead and manage various volunteers in their duties.
10. **ATTENDANCE** —work all scheduled hours and report to work on time. Attend meetings as required.

SKILLS/KNOWLEDGE REQUIRED:

- Demonstrated experience in staff supervision in a fair and consistent manner; to include scheduling, coaching, providing feedback
- Knowledge of program & youth development process
- Ability to demonstrate enthusiasm and supervise youth in organized activity and open play situations
- Group leadership skills including an understanding of group dynamics and ability to run group activities in the gym, games room, outdoors and on playing fields
- Ability to plan and implement activities based on the developmental needs and abilities of young people

- Excellent communications and interpersonal skills to facilitate the offering of programs and activities, as well as to promote them to youth, parents, and the public
- Ability to work effectively and productively with others and portray professionalism in all situations
- Ability to be consistent and encourage honesty, responsibility, fairness, sportsmanship and respect for all involved

MINIMUM REQUIREMENTS:

- High School Diploma or GED required – AA degree or higher preferred
- Mandatory First Aid/CPR certification – may obtain on the job
- Valid driver's license, dependable vehicle, and agency required vehicle liability limits. Must complete Van orientation and able to meet requirements to drive agency vehicles (21 years, pass drug test, and clean driving abstract)
- Must pass a national criminal background check

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, grasping, and seeing. It may also involve keyboarding, driving between sites or picking up supplies and may involve some running when supervising outdoor field activities. This individual is required to work around youth and adults where noise levels may be moderate to high during some activities. This worker is subject to both indoor and outside environmental conditions in that activities occur inside and outside.

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:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not intended to contain, or to 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@bgcsp.org