Site Coordinator-Taunton Clubhouse

Description:

The Boys & Girls Clubs of Metro South was formed in 2019 through the merger of the Boys & Girls Club of Brockton and Taunton in order to maximize our impact in each community and bridge the service gaps throughout the region.

The Site Coordinator, under the supervision of the Out of School Time Director, is responsible for the planning, development, and supervision of a comprehensive after school program that fosters children in their social, emotional, cognitive and physical growth.

Qualifications:

- Must be at least 20 years old and have one of the following:
  - Have a Bachelor’s Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and have six months’ experience working with school age children
  - Have a Bachelor’s degree in any field or an Associate’s degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and have nine months’ experience working with school age children
  - Have a high school diploma or equivalent and one year of experience working with school age children
- Current knowledge and understanding of state and BGCMS standards and regulations specific to early education and child-care
- Ability to effectively interact with children and parents on a range of issues
- Experience teaching children at grade school level
- Ability to supervise, provide development opportunities, and evaluate staff
- Ability to provide administrative support including record keeping and budget maintenance
- Ability to contribute to creative efforts of the program related to BGCMS activities including fundraising and communications
- Possession of current or willingness/ability to obtain 7D license

Essential Functions:

- Manages, directs and coordinates the school age child care programs for assigned location(s). Works alongside Out of School Time Director to make sure activities and curriculum are being completed.
- Works alongside staff to help achieve program goals, and makes the staff schedule, monthly.
- Assists with program intakes, registrations, and state-funded reporting.
- Assures compliance with federal, state and local regulations as they relate to program areas. Ensures that Club program standards are met and safety procedures followed.
- Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living.
- Responds to all agency, parent and community inquiries and complaints in a timely manner.
- Maintains proper records/department files.
- Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
• Is in attendance at least 75% of the time the program is open.
• Performs other duties as assigned.

How to Apply:

Please email your cover letter and resume to ahenderson@bgcmetrosouth.org or mail to:

Ayana Henderson
Director of Human Resources
19 Court Street
Taunton, MA. 02780

Salary Range:

$14.00-$16.00 Per Hour/Full-Time/Non-Exempt

Benefits: Medical, Dental, STD, LTD, Life, and Pension

Search Process Target Dates:

• Job Announced: June 15, 2020
• Resumes accepted through: July 10, 2020 (5:00pm EST)
• Selection made: Late July
• New Site Coordinator on staff (anticipated): Mid-August

Questions regarding this position should be directed to:

Ayana Henderson
Director of Human Resources
Boys & Girls Clubs of Metro South
508-812-3119
ahenderson@bgcmetrosouth.org

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. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. The Boys and Girls Clubs of Metro South is an Equal Opportunity Employer.