POSITION DESCRIPTION

Position: Program Coordinator – Full-time/Non-Exempt
Employed By: President/CEO
Responsible To: Clubhouse Director
Supervises: Volunteers, Youth Staff
Salary Range: $25,000-27,000, plus health benefits
Hours:
  - School Year – M-Th 11:30 a.m.-7:30 p.m.
  - Summer & Friday – 8 hours between 7:30 a.m.-5:30 p.m. shifts vary.
  - Some evenings and weekends may be required
Non-exempt position.

PRIMARY FUNCTION:
Plans, implements, supervises and evaluates activities for youth ages 6-18 years old within a specific program area: Physical Education and health, Career and Education, Prevention, Social Recreation, and/or Arts & Crafts.

KEY ROLES (Essential Job Responsibilities):
Prepare Youth for Success
- Create an environment that facilitates youth achievement:
  - promote and stimulate program participation;
  - register new members and participate in their Club orientation process;
  - provide guidance and role modeling to members.
  - using the Boys & Girls Clubs’ philosophy, maintain discipline among youth participants so that programs are carried out safely and efficiently.

Program Development and Implementation
- Effectively implement and administer programs, services and activities for drop-in members and visitors.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times.
- Maintain proper records for program planning and reflection, evaluation, daily attendance, membership registration and program participation weekly or as required.
- Plan, develop, coordinate and implement various programs using internal and external resources that will be positive experiences for boys and girls.

Supervision
- Ensure a productive work environment by participating in weekly staff meetings, department meetings and corporate meetings.
- Recruit, assign, and supervise volunteers, program assistants and/or youth to programs and special events as assigned by Director of Operations or Clubhouse Director.
- Participate in periodic assessment of own performance and develop own goals and objectives with Clubhouse Director and/or Director of Operations.
- Attend trainings and other developmental/professional growth opportunities as time and resources allow.

ADDITIONAL RESPONSIBILITIES:
- Participate in special programs and/or events.
• Oversee special programs and/or events (i.e. Keystone, Torch Club, Kids Club Programs), and/or participate in the implementation of other Club activities as necessary.
• Required to drive Club van.
• May handle money and receipts.

RELATIONSHIPS:
• Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions, and advise/counsel or critical issues.
• External: Maintain contact with relevant external community groups, schools, members’ parents and others to assist in resolving problems and/or expand program services or experiences for youth.

SKILLS/KNOWLEDGE REQUIRED:
• Bachelor’s Degree with courses in education, recreation, psychology, sociology preferred. Special consideration may be given for experience and personal qualifications in lieu of degree.
• Experience in working with children.
• Knowledge of youth development.
• Ability to motivate youth and manage behavior problems.
• Ability to interact with the general public.
• Ability to plan and implement quality programs for youth.
• Ability to organize and supervise members in a safe environment.
• Commitment to gender equity issues.
• Willingness to work in multicultural settings.
• Mandatory CPR and First Aid Certifications.
• Valid State Drivers License with little or no violations.
• Pass random drug testing.

Physical Demands (The nature of physical effort leading to physical fatigue)
• Caring for children can be physically demanding.
• The successful candidate must be able to use a variety of janitorial / office equipment including vacuum cleaner, computer, telephone, and / or other equipment.
• S/he may be required to lift supplies, materials, and collateral materials weighing up to 50 pounds.
• S/he will be required to be on their feet the majority of the time.
• May spend time sitting on the floor or in child sized furniture. Will be expected to clean and maintain equipment and facility, and may move throughout the community with children.
• May come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Environmental Conditions (The nature of adverse environmental conditions affecting the incumbent)
• will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the program coordinator will have to supervise all children at all times.

Sensory Demands (The nature of demands on the incumbent’s senses)
• may experience smells associated with toileting and children who are ill.
• There may be times that the environment is noisy and busy.
Mental Demands (Conditions that may lead to mental or emotional fatigue)

- Caring for children can be stressful.
- Must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities.
- There may be a number of situations happening at once, and the program coordinator must be prepared to handle accidents and emergencies at any time.

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.

PRE-EMPLOYMENT DRUG TESTING: *(Pre-employment testing is paid for by the corporation)*

When a job offer is pending, the Boys & Girls Clubs of Pueblo County will require a negative controlled substance test result. The applicant must have a verified negative controlled substance test result prior to reporting for duty.

*Regulated Substances:*

- Controlled Substances
  - Marijuana
  - Opiates
  - Cocaine
  - Amphetamine
  - Phencyclidine
- Alcohol

CRIMINAL HISTORY CHECK: *(Background check is paid for by the corporation)*

All potential employees and volunteers of the Boys & Girls Clubs of Pueblo County, who have direct contact with children, will be required to authorize a criminal history check. Employment or volunteer placement with the Club is contingent upon the results of these inquiries.

Any employee or volunteer with any of the following convictions or conditions **will not** be considered for employment or volunteer placement with Boys & Girls Clubs of Pueblo County:

- A. Child abuse.
- B. A crime of violence.
- C. Any offenses involving unlawful sexual behavior.
- D. Any felony, the underlying factual basis of which has been found by the court on the record to include an act of domestic violence.
- E. Any felony involving physical assault, battery, or a drug-related/alcohol-related offense within the five years preceding the date of application.
- F. Has shown a pattern of misdemeanor convictions within the ten (10) years immediately preceding submission of the application.
1. Three (3) or more convictions of 3rd degree assault and/or any misdemeanor, the underlying factual basis of which has been found by any court on the record to include an act of domestic violence; or,

2. Five (5) misdemeanor convictions of any type, with at least two (2) convictions of 3rd degree assault and/or any misdemeanor, the underlying factual basis of which has been found by any court on the record to include an act of domestic violence; or,

3. Seven (7) misdemeanor convictions of any type.

G. Any offense in any other state, the elements of which are substantially similar to the elements listed in a-e.

Potential employees or volunteers with convictions for any other criminal offenses will be considered on a case-by-case basis by Boys & Girls Clubs.