



Position Description

TITLE: Program Coordinator

REPORTS TO: Center Director

SALARY: \$32,000 - \$40,000 (based on experience)

FLSA STATUS: Exempt

PRIMARY FUNCTIONS:

The Program Director is responsible for overseeing the planning, development, implementation and evaluation of a specific program for youth between the ages of 6 and 18 within a designated Club. Program responsibility supports our priority outcome areas of Academic Success, Health Lifestyles, Good Character and Citizenship. The Program Director also provides leadership and supervision to assigned program and volunteer staff; manages budgets and controls expenses as assigned.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of designated Clubhouse programs and activities that support Youth Development Outcomes:
 - Establish Clubhouse program objectives consistent with organizational goals and mission.
 - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
 - Ensure that members are encouraged to participate in a variety of programs areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - Demonstrate leadership to assure conduct, safety and development of members.
 - Measure program effectiveness.
 - Meet the requirements of grant funded programs and work closely with the director of business & development and center director to ensure the timely outcome reports are being submitted.

Program Development and Implementation

2. Establish and maintain Clubhouse program goals and settings that insure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit, and the club equipment is maintained in good working condition.
3. Ensure the evaluation of Club programs on a continual basis and ensures programs/activities respond to members needs and address their gender and cultural diversity.
4. Control Clubhouse program and activity expenditures within approved budget.

Supervision

5. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
6. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
7. Ensure productive and effective performance by all program staff and volunteers.

Marketing and Public Relations

8. 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.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and /or events (i.e. Keystones, Youth of the Year and Awards Programs), and/or participate in the implantation of other unit activities as necessary.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member and branch issues.
4. May handle deposits and banking transactions.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club Staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools, member's parents and other to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree in related field from an accredited college or university, or equivalent experience.
- A minimum of three years' work experience in Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- A combination of additional education and experience is acceptable.
- Excellent communication skills, both verbal and written.
- Demonstrated organizational, staff and project management abilities.
- Mandatory CPR and First Aid Certification.

PHYSICAL REQUIREMENTS/WORKS ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____

Incumbent

Date

Approved by: _____

Supervisor

Date

Reviewed by: _____

Chief Executive Officer

Date