



Position Description

TITLE:	Ripon Site Coordinator
LOCATION:	Ripon Site
REPORTS TO:	Director of Operations
HOURS:	Full-time School Year: days/ evenings Summer: days
FLSA STATUS:	Exempt
SALARY:	\$40,000 - \$42,000 - based on experience

COMPETITIVE BENEFIT PACKAGE:

- 7% retirement match
- Employer-paid medical, dental, & vision
- 3 weeks PTO
- Paid Holidays
- Birthdays Off
- Short- & Long-Term Disability
- Life Insurance 2X Salary
- Employer-paid HSA

OVERVIEW

This full-time professional position is responsible for overseeing Ripon Site's 30,000 sq. ft. facility and the planning, development, implementation, and evaluation of specific programming for youth between the ages of 4 and 18 at our Ripon Site. This position supports our priority outcome areas of Academic Success, Healthy Lifestyles, and Good Character and Leadership and requires a community-minded, high-energy leader with a passion for serving youth.

PRIMARY RESPONSIBILITIES

The Ripon Site Coordinator oversees Club operations and programs with primary concern for program development and implementation; staff development; supervision of assigned staff; community partnerships; and budget management. This position will lead and manage all Club-related services of the Ripon facility under the guidance of the Director of Operations. These responsibilities include, but are not limited to, programming, youth recruitment, community partnerships, safety, volunteer/staff management, and community relations. Hours for this position are generally based on a late morning to early evening schedule Monday - Friday during the school year and a daytime schedule Monday - Friday during the summer months. These hours may vary and will include some additional weekend responsibilities for special event activities.

- Plan and oversee the administration of designated Club programs and activities that support youth development in the areas of dedicated Child Care, National Boys & Girls Club Programs, Workforce Development for Teens, and Unmet Needs Support.
- Establish program objectives consistent with organizational goals and mission and oversee the day-to-day program activities in accordance with established standards.
- Implement grant-funded programming in a timely manner and ensure grant requirements are met. Assist with grant reporting, including tracking of outcomes as needed.

- Lead a team of 10+ youth-serving professionals.
- Control program and activity expenditures within the approved budget.

SECONDARY RESPONSIBILITIES

- Actively recruit youth and increase the visibility of Club programs via posting of the 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 a close working relationship with the Ripon Area School District administration and teachers to promote and recruit students for the program.
- Create an environment where all youth feel physically, mentally, and emotionally safe.
- Communicate effectively with parents all required materials, disseminate appropriate program materials/forms, and effectively communicate with parents all behavioral-related incidents or injuries related to their child's participation.
- Support the Director of Business with basic human resources responsibilities.
- Work with leadership staff to recognize and respond to systems and facilities issues as needed.
- Work with the Director of Operations to identify and support training and development opportunities for assigned volunteers and staff.
- Oversee the Club's member management system and ensure accurate data entry, and financial entries, and assist with compiling reports as needed.
- Exercise authority in problems relating to members. Manage discipline issues and parent communications.
- Work closely with the marketing department to effectively communicate the Club's impact on the community.

RELATIONSHIPS:

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

External: Maintain contact as needed with external community groups, schools, Club member's parents, and others to assist in resolving issues. It is the responsibility of all employees to represent the organization well in the community and advocate on behalf of the organization when given the opportunity.

SKILLS/KNOWLEDGE REQUIRED:

- Four-year degree in a related field from an accredited college/university is required.
- Youth development or childcare experience required; personnel management preferred.
- Valid Driver's License and good driving history.
- Values a diverse and inclusive workplace.
- Highly effective communicator and strong interpersonal skills.
- Excellent organizational skills: ability to manage multiple complex projects.
- Mandatory Child & Sexual Abuse Training and commitment to serve as a Mandated Reporter; willing to train.
- Mandatory CPR and First Aid Certification; willing to train.

PHYSICAL REQUIREMENTS/WORKS ENVIRONMENT:

- High energy level; comfortable performing multifaceted projects.
- Must be able to think clearly and concisely, under fast-paced and noisy conditions.
- Ability to get along with diverse personalities: possessing tact, maturity, and flexibility.
- Ability to sit or stand for long periods of time.
- Physical requirements include sight, hearing, sitting, standing, stooping, ability to go up and down stairs, running, strenuous sports-related activities, and lifting a minimum of 50 pounds.
- Ability to pass drug screening and criminal background check.
- Will be required to drive the Club's 12-passenger vans, at times.

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.