



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

JOB DESCRIPTION

Title: Core Program Coordinator

Department: Operations

Supervisor: Club Manager

Origination Date: 05/13 **FLSA:** Non Exempt

Revision Date: 11/13, 1/16 **Salary Grade:** 5

Job Summary:

Responsible for planning, organizing, and implementing programs/activities, in relation to the Character & Leadership core service area, for members ages 4-18.

Responsibilities:

- Develops, implements and evaluates Character & Leadership related quality programming and activities to achieve specific goals and outcome measurements.
- Develops and maintains positive climate and environment with program space.
- Provides written documentation of program implementation and evaluation
- Tracks member participation in assigned program areas and documents results and progress of members.
- Communicates the philosophy, objectives, standards, and programs of the Boys & Girls Club, through all methods available, to members, their parents, and the general public.
- Implements and participates in programs, projects, and special events.
- Implements National Boys & Girls Club curriculum, and programs projects, and other events within development for youth.
- Coordinates youth projects such as fundraisers and volunteer projects.
- May supervise staff and volunteers to achieve specific goals and outcome measurements.
- Responsible for timely submittal of support staff timesheets, training, attendance, retention and follow through.
- Provides written documentation of program implementation and evaluation.
- Tracks member participation in assigned program areas and documents results and progress of members.
- Generate monthly, quarterly, and/or annual reports as requested.

- Recruits members into Core Area Program as well as field trips and outings.
- Encourages emotional, social, and educational growth of individual members.

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- Must participate in required trainings by the Club, County, State, and/or funders.
- Attends Core Area meetings and effectively utilizes support from the Program Support Team.

Education Requirements:

- 24 College Credits
- Bachelor's degree preferred.
 - 6 college credits must be in childcare/youth development (one course must be broad-based, which means an overview-type course, such as a credit course in child development, child psychology or covering early childhood education curriculum such as kindergarten or nursery school curriculum).
 - Introduction to the Child Care Profession and Skills and Strategies for the Child Care Teacher are two non-credit approved courses that will satisfy the 6 college credits required for childcare/youth development.

Experience Requirements:

- At least one year of experience directly related to youth and youth programming or completion of BGCGM Volunteer to Work program.
- 80 full days or 120 half days of experience as an assistant child care teacher, if required.
- Within 6 months of hire:
 - CPR
 - First Aid
 - Suspected Child Abuse- Mandated Report Training (SCAN_MART) or equivalent.
 - Shaken Baby Prevention Training, if required.
 - Registry level 7 or higher indicating qualification as a child care teacher.

Skills:

- Ability to keep youth ages 4-18 enthusiastically engaged in programming
- Demonstrated examples of working with youth.
- Program development and small group implementation.
- Highly organized with attention to detail.
- Ability to relate effectively with diverse population.
- Good communication skills, both oral and written.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to touch, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

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Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

As an employee of BGCGM, I have read and understand the requirements of my job and responsibilities as stated in this job description. Further, I understand that my job duties as well as policies and procedures may change over the course of my employment.

Employee Signature

Date