

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUB
OF LAC COURTE OREILLES

POSITION DESCRIPTION

TITLE: Program Coordinator

PERFORMANCE PROFILE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Director

PRIMARY FUNCTION:

Responsible for overseeing the delivery and or deliver of a broad range of programs within the Club, such as Education, Special Education, Social Recreation, Arts & Crafts and Physical Education. Plan, develop, deliver and oversee implementation and supervise programs and program staff.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan, deliver and oversee the administration of designated Club programs and activities that support Youth Development Outcomes:

- Establish Club 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 program 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.

Program Development and Implementation

2. Establish and maintain Club 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 that 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 member needs and address their gender and cultural diversity.
4. Control Club 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. Keystone, Torch Club, Youth of the Year and Awards Programs), and/or participate in the implementation of other Club activities as necessary.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member and Club issues.

RELATIONSHIPS:

Internal: Maintain 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:

- High school diploma or GED
- A minimum of five years' work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Experience working with grant related deliverables.
- Strong timely reporting skills with deadlines.
- Self-motivated, self-discipline with intuitive.
- Follow through with minimal supervision.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.

- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Mandatory CPR and First Aid Certifications
- Valid State Driver's License

Program Director 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.