



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Job Posting

TITLE: Elementary Coordinator

PERFORMANCE PROFILE SOURCE: Youth Development Professional

REPORTS TO: Unit Director

CLASSIFICATION: Non-Exempt Exempt

POSITION SUMMARY:

Engage and inspire young people in elementary school to learn and grow to be responsible adults. Prepare students in elementary school for on-time grade promotion by creating educational activities that are fun and engaging. Provide assistance with daily homework and school projects, adapting to a range of learning styles. Ensure that Project Learn and Power Hour programs are run as per the direction of the Unit Director and/or in compliance with grant documents. Must monitor and evaluate situations quickly using good judgment to assess situations and make decisions. Create and maintain a clean, safe environment for children and adults within the program space.

DUTIES:

Responsible for overseeing the delivery of a broad range of programs within assigned elementary school, such as Education, Character & Leadership development, Social Recreation, Fine Arts and Physical Education. Plan, develop, oversee implementation and supervise programs and program staff. Ensure that programs adhere to grant standards.

Key Roles (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of designated elementary school programs and activities that support Youth Development Outcomes:
2. Establish elementary school program objectives consistent with organizational goals and mission.
3. Oversee the provision of day-to-day program activities in accordance with established standards and goals.
4. 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).
5. Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

1. Establish and maintain elementary school program goals and settings that ensure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe; and that club supplies and equipment is maintained in good working condition.
2. Ensure the evaluation of elementary school programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
3. Assist Unit Director with elementary school program and activity expenditures within approved budget.

Supervision

1. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
2. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
3. Manage hiring, discipline, termination and scheduling of staff in elementary program.
4. Holds (at a minimum) monthly staff meetings where information and training is disseminated to staff.
5. Ensure productive and effective performance by all program staff and volunteers by conducting daily monitoring and end of session performance evaluations.

Marketing and Public Relations

1. Increase visibility and enrollment of elementary school programs via mailings, fliers, speaking engagements, and other determined means of marketing.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. May substitute for other Coordinators when necessary.
3. May consult with parents concerning member issues.

RELATIONSHIPS:

Internal: Maintain close, daily contact with elementary school staff (professional and volunteer), elementary school 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 in related field.
- 3 years experience planning and supervising activities based on the developmental needs of young people.
- Positive attitude with strong belief in a team mentality.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Valid driver's license and good driving record.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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.

- While performing the duties of this job the employee occasionally is required to stand, walk, sit, use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stair; balance; stoop, kneel, crouch or crawl, talk or hear; and taste or smell. The employee occasionally must lift or move up to 20 pounds.
- All work is conducted in a Club setting; indoors and outdoors.
- Limited travel is required.

Salary Range:

- The salary range for this position is firm at \$42,000-45,000.

DISCLAIMER:

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

To Apply:

Qualified interested candidates will send cover letter, resume and salary requirements to the HR Dept. Position will remain open until filled.

EOE/DFWP/SFWP