



**BOYS & GIRLS CLUB**  
OF COLLIER COUNTY

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<b>Title:</b>	Leadership Development Coordinator
<b>Reports To:</b>	Club Director
<b>Salary Range:</b>	\$42,000 - \$48,000 Commensurate to Experience

## Job Summary

Boys & Girls Club of Collier County (BGCCC) seeks a Leadership Development Coordinator to build, develop and manage a comprehensive and ambitious youth character and leadership program. The Leadership Development Coordinator develops and propels BGCCC's critical teen youth development strategies for growth while furthering a vibrant, innovative, and inclusive organization.

## Key Responsibilities

### Prepare Youth for Success

- Recruit and retain middle and high school teen members in order to increase enrollment and daily attendance.
- Plan, organize and implement daily, weekly and monthly FUN and IMPACTFUL age appropriate character and leadership development activities that support the organizational goals for the Teen Program.
- Manage the Programs side of the High School Youth of the Year Program.
- Manage the Middle School Junior Youth of the Year Program.
- Manage the High School Service Keystone Club Program.
- Manage the Middle School Service Torch Club Program.
- Establish and maintain a teen advisory group.
- Establish and maintain a Club Member Alumni group.

### Program Implementation and Supervision

- Establish, maintain, and measure progress in Teen Leadership Development program goals.
- Ensure that site staff understands and effectively communicate standards of the program; that they ensure program areas are safe, and that club supplies and equipment are available and maintained in good working condition.
- Ensure the evaluation of Middle and High School programs continually and ensures programs/activities respond to member needs and address their gender and cultural diversity.
- Work in a collaborative manner with the College & Career Coordinator, as well as the Program Coordinators, and Club Directors to ensure consistent and effective scheduling and implementation of program goals and objectives.
- Train and supervise work assigned to program volunteers and staff, providing ongoing feedback and appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of daily participation figures, notable achievements, and problems/issues.
- Participate in regular staff meetings where information and training are disseminated to staff.
- Ensure productive and effective performance by all program staff and volunteers by conducting monitoring and end of session performance evaluations.



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## Experience & Qualifications

- Three years of experience planning and supervising activities based on the developmental needs of young people.
- Positive attitude with a 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.
- Experience teaching leadership skills and/or possessing leading experience.
- Knowledge of curriculum planning and development.
- Valid driver's license and good driving record.

## Additional Qualifications

As a person you are:

- A passionate and high-energy leader— you love building connections with youth and bring versatile youth development knowledge and skillsets.
- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A compassionate and results-oriented manager — you enjoy mentoring and developing direct reports (part-time staff and volunteers) and are skilled in motivating a team to outcomes.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

## Additional Job Specifics

- Schedule is split three days/two days between clubs. Main office is in our Nichols Club in Naples and travel to our Bolch Club in Immokalee on scheduled days.
- May substitute for other Coordinators when necessary.
- May consult with parents concerning member issues.

## Education

Four-year degree in a related field from an accredited college or university.

## To Apply

Qualified interested candidates will send cover letter and resume to the Human Resources Dept. at [hr@bgccc.com](mailto:hr@bgccc.com).



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## **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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**EOE/DFWP/SFWP**