



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Job Posting

TITLE: Miracle Site Coordinator – Part-Time
DEPARTMENT: Miracle I
REPORTS TO: Site Coordinator
CLASSIFICATION: Non-Exempt Exempt

Position Summary:

Engage and inspire students in Immokalee schools to learn and grow to be responsible adults. Prepare students in middle and high school for on-time grade promotion by creating educational activities that are fun and engaging. The part-time Miracle Site Coordinator is responsible for the successful implementation of the approved grant application known locally as "Miracle" in elementary schools and 6YFN ("Six Years From Now") in the secondary schools. Miracle/6YFN is an after-school program serving students in Immokalee, Florida.

Duties

Individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made available to enable individuals with disabilities to perform the essential functions.

Key Roles:

Manages and implements an afterschool program as part of the 21st Century Community Learning Center Grant known as "The Miracle Program."

- Develops a program schedule at the assigned site in collaboration with principals, lead teachers and in compliance with approved grant applications.
 - Ensures the program correlates to the school day curricula, serves individual student needs, and employs a continuous improvement model.
 - Collaborates with school district (CCPS) administrative staff and teachers to coordinate and complete all assigned project components, including reports and schedules.
 - Promotes good communication among partners and school/district-based staff.
- The Miracle Site Coordinator oversees the daily activities for staff.
 - Manages the daily program operations. Experience with leadership including demonstrating sound judgement, compassion and problem-solving skills to respond to student needs such as behavioral incidents, conflicts or emergencies that may arise onsite.
 - Experience communicating and collaborating with staff, families, and community

- partners.
- Strong classroom management skills. Ability to work well under pressure. Highly adaptable and a creative problem solver.
- Oversees the collection of required grant data including attendance, schedules (time allocations), materials, and staff, and implements any and all revisions necessary to meet students' academic and social needs.
- Monitors grant activity timelines to provide regular progress updates to the supervisor.
- Functions as a high-level contributing team member consistently demonstrating Habits 4 (Win-Win), 5 (Seek First to Understand), and 6 (Synergize).
- Establishes and attains personal, professional development goals.

Supervision Exercised

Part-time program staff of at least five employees.

Working Relations

Internal-- Interfaces with Boys & Girls Club of Collier County staff daily to give and receive information.

External-- Interfaces with state and federal agencies, suppliers and vendors, and the general public to exchange, gather, or provide information on projects or programs.

Minimum Requirements

Equivalent Education Level -- Associates degree or equivalent, preferred.

Experience – One to two years' experience in grant administration or program operations, managing budgets and implementing project plans, preferred. Individuals should demonstrate a level of meeting task deadlines and working directly with administrators, teachers, other school staff, or similar staff positions.

Essential Knowledge/Skills/Abilities

- Ability to adapt to a changing environment and handle multiple priorities
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to read, analyze, and interpret the complex documents
- Ability to create and maintain accurate databases and retrieve information quickly and efficiently
- Ability to write routine reports and correspondence using correct language and grammar
- Ability to calculate and analyze data such as proportions and percentages
- Proficient in Microsoft Office including Word, Excel, PowerPoint, and Outlook
- Ability to learn website development and management
- Ability to speak effectively before groups of students or adults
- Ability and motivation to research and continuously learn and apply learning in practical settings
- Ability to work effectively with a team and demonstrate leadership in improving outcomes
- Ability to resolve problems professionally and with sound judgment and a "win-win" mindset
- Ability to create and monitor employee schedules, as well as communicate changes and absence policies to staff in a timely and consistent manner.
- Maintain an open and continuous line of communication with program personnel,

- school administration, and parents.
- Recruit and retain students throughout the year to ensure their involvement and attendance.
- Manage program showcases, culminating events and family nights

Physical Requirements

While performing the duties of this job, the employee may need to do the following:

- sit for long periods, talk and hear
- stand and walk
- use hands to finger, handle or feel and reach with hands and arms
- use hands and finger coordination to write and type
- lift and move up to 25 pounds on occasion
- have the ability to use close vision, distance vision, and the ability to adjust focus

Other Requirements if applicable

- Reliable transportation is necessary for travel throughout the region.
- Attend various functions and meetings which may occur before or after regular business hours.
- Possess a valid Florida Driver's License and Insurance.
- Availability to work occasionally on evenings or weekends for field trips and special events

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.

To Apply:

Qualified interested candidates will send a cover letter, resume, and salary requirements to the HR Dept at hr@bgccc.com. The position will remain open until filled.

EOE/DFWP/SFWP