



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Position 1 Title:	Elementary School Site Coordinator
Position 2 Title:	Middle & High School Site Coordinator
Reports To:	21 st Century Community Learning Centers (CCLC) Project Manager
Salary Range:	\$45,000 – \$50,000 Commensurate to Education and Experience
Job Location:	Immokalee

Job Summary

Boys & Girls Club of Collier County (BGCCC) seeks two Site Coordinators, one to manage an Elementary School Site and one to manage the Middle and High School Sites. These positions directs/manages overall daily operations of the 21st Century Grant with the primary concern for programs and service delivery, supervision and training of staff, facilities management, parent engagement, community relations and membership administration.

Key Responsibilities

- Establishes site programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes.
- Ensures a healthy and safe environment, ensuring facilities, equipment and supplies are maintained and kept in good working order.
- Plan, develop, implement and evaluate School Site overall programs, services and activities to ensure they meet stated grant deliverables and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.
- Collaborates with school district (CCPS) administrative staff and teachers to coordinate and complete all assigned project components Ensures school sites are running efficiently and programs are fun and engaging for all members.
- Works with school staff and parents to ensure communication is clear and accurate.
- Hires staff and supervises their daily activities and is responsible for outcomes.
- Coordinates bus schedules, program schedules, including assisting with data collection. Ensures all member files meet program expectations and are within 21st CCLC grant and BGCCC protocol.
- Establishes and maintains accurate personnel rosters and timesheets (PARs) to ensure accurate payrolls for grant site staff.
- Monitors grant activity timelines to provide regular progress updates to supervisors and others as requested.
- Develop partnerships with parents, community leaders and organizations to help promote and offer exceptional programs for its location.
- Work with vendors to recruit services for afterschool program.
- Performs other duties as assigned.

Education & Experience

- Bachelor's Degree in related field and/or equivalent combination of education and experience.
- Minimum of three years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- Strong communication skills, both oral and written.
- Ability to interpret data and use to make data informed decisions on programmatic planning



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- Proficient in Microsoft Office and familiarity in databases for input and pulling reports.

Additional Qualifications

As a person you are:

- Passionate and high-energy— you love building connections between departments, ensuring organizational success through the accomplishment of financial goals
- Highly organized and self-motivated— you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- 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.

Compensation

\$45,000-\$50,000 commensurate with education and experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave.

To Apply

Qualified interested candidates please send resume to the Human Resources Dept. at hr@bgccc.com.

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