



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Site Coordinator, 21 st CCLC
Reports To:	21 st Century Community Learning Centers (CCLC) Program Director
Salary Range:	\$48,000 - \$52,000 based on experience

Job Summary

Boys & Girls Club of Collier County (BGCCC) seeks a Site Coordinator to engage and inspire young people in elementary school to learn and grow into responsible adults. Prepare students in elementary school for on-time grade promotion by creating educational activities that are fun and engaging. Assist with daily homework and school projects, adapting to various learning styles. Guide students through various projects via the Miracle University programs to enhance students' knowledge and create future-ready leaders. 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.

Key Responsibilities

- Provides management of the implementation plan for the 21st Century Community Learning Center Grant known as "Miracle Plus" or "6 Years From Now" under the approved grant application and ensures program adherence to grant parameters and guidelines.
- The Miracle Site Coordinator is responsible for developing a program schedule at the assigned site in collaboration with principals, lead teachers, and providers 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.
- Recommends staff and supervises their development and daily activities and is responsible for outcomes.
- Manages the daily program operations and makes defensible decisions regarding implementation.
- Collects data to determine program effectiveness, including schedules (time allocations), materials, and staff, and implements revisions necessary to meet students' academic and social needs.
- Researches costs, availability, and other needed information associated with materials, supplies, and other program components.
- Monitors site budgets in collaboration with the Senior Grants Manager, including payroll, expenditures, purchase requisitions, and balances to ensure the relevance of spending to project goals.
- Establishes and maintains accurate personnel rosters and timesheets (PARs) to ensure accurate payrolls for grant site staff.
- Collaborates with school district (CCPS) administrative staff and teachers to coordinate and complete all assigned project components, including reports and schedules.
- The Miracle Site Coordinator will prepare required reports and summaries within the prescribed timelines, including the State's program progress and evaluation requirements.
- Monitors grant activity timelines to provide regular progress updates to supervisors and others as requested.



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- The Miracle Site Coordinator will promote good communication among partners and school/district-based staff.
 - Functions as a high-level contributing team member, consistently demonstrating Habits 4 (Win-Win), 5 (Seek First to Understand), and 6 (Synergize).
 - The Miracle Site Coordinator will help acquire additional resources, including interdepartmental collaboration and community-based support for the project.
 - Delivers program sessions at program sites which may include but are not limited to Personal Leadership (7 Habits of Happy Kids/Highly Effective Teens), Career Awareness, Service Learning, and student team coaching.
 - Establishes and attains personal and professional development goals.
 - Part-time program staff of at least five employees.
 - Performs other duties as assigned.

Experience & Qualifications

Experience -- 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.

Additional Qualifications

As a person, you have:

- 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

Education

Equivalent Education Level -- Bachelor's Degree preferred.



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Additional Information

A comprehensive benefits package that includes 100% employee coverage for health, dental, and vision, with a matching 401K is available.

To Apply

Qualified interested candidates will send a cover letter and 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