

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MUNCIE

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<b>TITLE:</b>	Elementary Program Coordinator (Virtual Programming)
<b>PROFILE SOURCE:</b>	After-School Program
<b>DEPARTMENT:</b>	Programs Staff
<b>REPORTS TO:</b>	Director of Programs
<b>FLSA STATUS:</b>	Full-Time, 35-40 Hours

## **PRIMARY FUNCTION:**

The Elementary Program Coordinator is responsible for developing successful programs and working with an at-risk population for the grades K-5<sup>th</sup>. With this being a Coordinating position, you are required to collaborate with your fellow Assistant coordinator to best serve our youth. This position consists of developing new and creative ways of learning, implementing required programs and/or developing new programs to better serve our kids. This position will require you and the assistant coordinator to supervise and oversee all programs, club members and the success outcomes based on goals for sed programs. With the addition of developing, maintaining, and overseeing all of the Boys and Girls Clubs virtual programming.

## **KEY ROLES (Essential Job Responsibilities):**

### **Program Development and Implementation**

1. Facilitate an environment in which participants can be successful
  - Develop and manage programming for youth in K-5th grade age youth who are involved in this program;
  - Connect youth to readiness programming at the Club or in the community and help them have accountability and break down barriers to help them be successful;
  - Help youth develop life skills such as behavior management, leadership skills, and smart choices;
  - Help develop and facilitate BGCA programming for Academic Success, Character & Leadership, and Healthy Lifestyles
  - Report measurable outcomes per grant requirements;
  - Maintain effective record keeping procedures
  - Plan the everyday schedule for the Elementary Program
  - Help Data-Outcomes Manager with club members academic success
  - Help Director of Resource Development fulfill the marketing needs
  - Implement creative virtual programs for youth that can't be served on-site
  - Develop virtual program schedule including but not limited to:
    - Character and Leadership
    - Healthy Lifestyles
    - Academic Success

### **Communication**

2. Communicating with you direct supervisor on goals, club members, and elementary after school programing
3. Have accountability meetings with all youth to ensure they are meeting their goals

### **Supervision**

4. Supervise and mentor youth within the program

### **ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events/board led committees
2. May be required to drive Club van.

### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

### **MINIMUM QUALIFICATIONS:**

- In pursuit of College Degree
- Demonstrated ability to work with program team, at risk youth, parents, and community leaders
- Strong management and organizational skills
- Ability to work independently with limited supervision
- Demonstrated experience in organization planning, program development, project management and supervision based on the developmental needs of young people
- Commitment to role model and promote a life style of health, wellness and fitness
- Mandatory CPR and First Aid Certifications

### **PREFERRED QUALIFICATIONS:**

- General knowledge of and experience working with at-risk populations
- Bachelor's Degree from an accredited College or University

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

#### **The following statements regularly apply to the position:**

- Employee is required to possess a valid driver's license and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
  - Irregular hours - Occasionally
  - Afternoons/Evenings - Regularly
  - Weekends – Occasionally

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

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Supervisor Date

Reviewed by: \_\_\_\_\_  
Chief Executive Officer Date