

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE:	Middle School Coordinator
PROFILE SOURCE:	Summer Camp Contract Position June 7 th – July 30 th
DEPARTMENT:	Programs Staff
REPORTS TO:	Director of Programs
FLSA STATUS:	Full Time, 35- 40 hours
STARTING WAGE:	\$11 - \$12 Hourly

PRIMARY FUNCTION:

The Middle School Coordinator is responsible for developing successful relationships with at risk youth teens and those who have graduated to make sure they graduate on time and are being self-sufficient. The Coordinator is responsible for developing and providing an educational enriching atmosphere where teens can become career, college and community ready and make plans for a successful future. This position will also focus on developing life skills with the youth including making smart choices, budgeting and developing skills.

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 6-8 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;
 - Connect eligible college-bound teens to 21st Century Scholars program or Project Leadership;
 - Help youth develop life skills such as budgeting, leadership skills, interviewing 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;

Communication

2. Maintain mentor/mentee relationships or act as mentor until match is made with BBBS.
3. Have accountability meetings with all youth to ensure they are meeting their goals.

Supervision

4. Supervise and mentor teens within the program.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.

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:
 - o Irregular hours - Occasionally
 - o Afternoons/Evenings - Regularly
 - o 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