



**Job Title:** Middle School Coordinator  
**Job Type:** Exempt; Full-Time  
**Job Rate:** \$15.50/hour  
**Job Location:** Main Street Clubhouse  
Carson, CA 90745  
**Reports to:** Unit Director

### **Boys & Girls Clubs of Carson's Mission:**

The Boys & Girls Clubs of Carson offers our young people a safe environment where they can have fun and be themselves around dedicated adult mentors who respect and listen to them. Our outcome-based programs empower youth to become lifelong learners.

### **PRIMARY FUNCTION:**

Responsible for the direction and management of Middle School programming at Main Street Clubhouse. Primary concern is for safety, programs and service delivery, supervision and training of staff, community relations and membership administration.

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

#### *Membership Recruitment and Retention*

- Promote and stimulate program participation by leading and implementing a variety of recruitment, retention and recognition strategies.
- Register new members and participate in their Club orientation process.
- Provide guidance and role modeling to members.

#### *Program Development and Implementation*

- Develop and implement annual action plan for middle school programming, including end of year objectives, innovative program activities and assessment measures.
- Assure that programs operate at optimum capacity and meet member's needs.
- Monitor and evaluate middle school programs, services and activities to ensure safety of members, quality in programs and appearance of the unit at all time
- Prepare periodic activity reports.
- Prepare weekly and monthly schedules of activities.
- Effectively implement and administer middle school programs, services and activities for drop-in members and visitors.
- Effectively implement and administer the College Bound program for drop-in members and visitors at the Main Street Clubhouse.
- Maintain close contact with Unit Director, school principals, school personnel, parents, and other after school service providers to receive/provide information, to

discuss issues/concerns, and to create and strengthen relationships and partnerships.

- Provide direct services for members through group workshops and one-on-one case management.
- Provide daily homework assistance for members.
- Maintain and keep files of attendance.
- Collect all required documentation to operate programs as outlined in grant and program requirements, such as member report cards, etc.
- Take inventory and order supplies as needed, supplies must be approved by Unit Director.
- Collaborate with parents, teachers and other advocates to address concerns, questions, and issues.
- Advise Unit Director of any program needs, concerns, and problems: i.e. additional staffing, volunteers, and provide feedback.
- Create all middle school center bulletin boards, display of member activities and other department objectives.
- Provide parents with resources, workshops, and updates to expand opportunities
- Collaborate with community organizations to enhance/expand programs.
- Promote and recruit members by contacting local schools and outreaching to parents.
- Keep written, updated logs of members' observations and progress.

### *Supervision*

- Supervise, train, and evaluate all site staff working with middle school members and report progress to Unit Director to ensure productive and effective performance.
- Serve as lead staff in absence of Unit Director.
- Assist Unit Director in the recruitment, training, and monitoring of staff and volunteers.
- Maintain members' order and discipline by managing members' behavior; reinforce rules of the Club and all the recreational areas (including the front desk)
- Ensure a productive work environment by participating in regular unit and organization staff meetings.

### *Class B Driver*

- Operate van over designated routes in accordance with time schedules, pick up and discharge students; provide for safe and efficient transportation for members to and from Club, special events and field trips.
- Pick up and discharge members at established stops; report incidents which affect the safety of the members and/or place Club at risk.
- Maintain records concerning vehicle maintenance, miles driven and number of children transported and other related matters.
- Assist members in proper vehicle evacuation procedures as assigned
- Conduct daily inspections and log results daily.

**ADDITIONAL RESPONSIBILITIES:**

- Help develop injury prevention methods, evaluate injuries.
- May participate in special programs and/or events.
- May be required to assist in other program areas.
- Assume other duties as assigned.

**RELATIONSHIPS:**

**Internal:** Maintains 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:** Maintains contact with external community groups, schools, members' parents and others to promote BGCC programs and assist in resolving problems

**SKILLS REQUIRED:**

- Minimum of two years of college experience or Working towards a College Degree
- Experience in working with children
- Knowledge of youth development
- Valid State Class B Driver's License with passenger endorsement and youth bus certificate (Preferred)
- Good level of responsibility, reliability, and punctuality
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific classes
- Ability to utilize a wide variety of reference, descriptive data and information
- Ability to carry out instructions furnished in written, oral or diagrammatic form.  
Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications and TB clearance
- Valid State Driver's License

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Tasks that involve the ability to exert physical effort, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects up to 50 pounds.

**APPLICATION INSTRUCTIONS:**

For consideration, apply online at [www.bgccarson.org/careers](http://www.bgccarson.org/careers). Applicants will be contacted by a hiring manager should they wish to schedule an interview. All submissions must have a Resume and Cover Letter. No phone calls please.

**Thank you for your interest!**