



Job Title:	Site Coordinator
Job Type:	Non-Exempt; Part-time
Job Rate:	\$22.00-\$22.84/ hourly
Job Location:	Towne Ave Elementary School 18924 Towne Ave, Carson Ca 90746
Reports to:	Director of School Services

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. Outcome-based programs empower youth to become lifelong learners.

PRIMARY FUNCTION

Under the supervision of the Director of School Services, the after school Site Coordinator is responsible for ensuring the planning, coordination, and implementation of quality education, enrichment, and recreational programs and activities as well as for supervision of program personnel. The Site Coordinator also performs administrative duties and ensures that program requirements are met.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Promote and stimulate program participation.
- Register new members and participate in their club orientation process.
- Provide guidance and role modeling to members.

Program Development and Implementation

- Supervise, train, and evaluate all site staff, ensuring productive and effective performance.
- Plan, schedule, and ensure the implementation of quality programs and activities in core program areas that meet required guidelines.
- Provide supervision and guidance in all applicable program areas.
- Oversee and ensure the implementation of quality, small and large group, organized, structured educational, arts & crafts, athletic, enrichment, and social recreation activities for youth in grades kindergarten – fifth.
- Create and maintain inventory and ensure the proper storage and maintenance of all program equipment.
- Ensure that all program areas are organized and clean.
- Ensure that there is a positive environment for children to learn, interact, and grow.
- Promote and stimulate program participation; recruit and register new members and participate in their club orientation process.
- Maintain close contact with supervisor, school principal, 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.
- Establish and maintain strict program settings that ensure the health and safety of members.
- Assist in the recruitment, training, and monitoring of staff and volunteers.
- Assume the responsibilities of Youth Development Professionals in their absence.

- Attend mandatory meetings and training sessions.
- Create, maintain, and submit accurate program schedules, attendance, records, and reports.
- Oversee proper record keeping and reporting.
- Assume other duties and responsibilities as assigned.

Supervision

- Maintain members order and discipline by managing members' behavior; reinforces rules of the club and all the recreational areas.
- Help develop injury prevention methods, evaluates injuries. Highest priority is the safety of the Club members.
- Ensure a productive work environment by participating in regular unit and organization staff meetings.

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
May be required to help 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 assist in resolving problems.

REQUIRED SKILLS

- Bilingual Spanish/English preferred
- Four-year degree in a related field from an accredited college or university or equivalent experience and a minimum of 60 semester or 90 quarter units
- Organizational and management skills, preferred
- Minimum 3 years of youth development experience in a school, childcare, or after-school program setting
- Proven track record of successfully supervising and running programs for a class of 20+ youth in various educational, enrichment, and recreational activities
- Ability to accommodate various learning styles and levels
- Strong interpersonal and communication skills, both verbal and written
- Must be capable of working with minimal supervision
- Mandatory CPR and First Aid certifications and TB test clearance
- Must be fully vaccinated
- Proficient in Microsoft Office and Internet

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.

ENVIRONMENT AND WORKING CONDITIONS

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

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.

I have read and agree to carry out the above stated job duties and responsibilities to the best of my ability.

Employee Name, Signature

Date

**Director of School Services
Name, Signature**

Date