**Full job description**

**Boys & Girls Clubs of Huntington Valley**

The Boys & Girls Clubs of Huntington Valley is looking to hire Program Coordinators for our Extended Learning Opportunity Programs (ELOP). We are looking for positive, energetic individuals who want to help our Club kids with educational programs focused on the Arts, STEM, Sports, homework assistance, and recreational activities.

**Position: Program Coordinator**

**Reports to:** Program Director

**Location(s):** Huntington Beach, CA

**Hourly Wage:** $17.50 - $22.00/hour, approximately 25-28 hours per week, Monday – Friday

**Purpose:**Under the supervision of the Unit Director, maintain a safe and positive environment for children to learn and grow. In the absence of the Unit Director or Program Director, the Program Coordinator is responsible for the site, its staff, and members.

**Responsibilities:**

* Ensure environment settings are safe and clean inside and outside for the children, and that classrooms have needed supplies and equipment.
* Assist teachers with developmentally appropriate curriculum planning, development, implementation and evaluation.
* Plan, organize, coordinate and promote professional development and training.
* Regularly monitor staff performance and provide coaching and mentoring for performance improvement and development. Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive environment and employee relations.
* Ensure compliance with licensing requirements of the Department of Social Services/California Community Care Licensing, and all other applicable county, state and federal laws, rules and regulations.
* Communicate effectively with parents, staff, and prospective families.
* Work effectively with all school staff, keep communication open and non-threatening and respond to staff needs for experimentation and growth.
* Assist Site Director with planning and obtaining information for monthly staff meetings.
* Attend seminars and share information with staff.
* Handle discipline situations with children, as needed.
* Assist in and plan club fund‑raisers.
* Schedule and organize field trips and special events.
* Purchase supplies, equipment, etc.
* Work directly in program areas as required, providing breaks and classroom coverage as needed. Be aware of staff absences and arrange for coverage, as well as maintain ratios in each room.
* Know basic office operations and the ProCare Membership system.
* Complete tasks as assigned by the Director of Family Support.

**Qualifications:**

1. College Degree.

2. One year of successful experience in a related field.

3. Outstanding oral and written communications skills.

4. Bilingual capabilities a plus.

5. Willingness to work additional hours for agency projects and events.

6. Ability to manage multiple projects and meet deadlines, while maintaining a positive attitude.

7. TB Test, First Aid & CPR

**Acknowledgment:** Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at will, shall be for no specific duration, and may be changed or terminated. Nothing in this job posting is intended to create an employment contract, implied or otherwise. Interested? Please email your resume and a cover letter to the email address assigned to this posting to apply for this position.

**Equal Employment Opportunity Policy:** We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breastfeeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

**COVID-19 considerations**

The safety of our employees and members is always the Club’s #1 priority. The Club takes numerous safety precautions to mitigate the risk of COVID-19 within our Club community. The Club follows all state and local regulations