



Position: Site Coordinator for Expanded Learning

Boys & Girls Clubs of Huntington Valley

The Boys & Girls Clubs of Huntington Valley are looking to hire a Site Coordinator for our Expanded Learning Opportunity Programs (ELOP). We are looking for positive, energetic individuals who want to support the program and our Youth Development Professionals deliver the best quality program.

Reports to: Director of Family Support (or ELOP Coordinator)

Purpose: Under the supervision of the ELOP Coordinator, the Site Coordinator has the responsibility for supervising personnel, Club programs and reporting to the Director of Family Support.

Salary: \$25.00-\$28.00/hour

Type: Full-time non-exempt

Benefits: As stated in the Employee Handbook

Responsibilities:

- Supervise staff and program areas to assure safety and participation in scheduled activities and programs.
- Accept responsibility for the management and security of the site facilities as assigned by the Director of Family Support.
- Attend neighborhood/community meetings relevant to specific core service areas.
- Supervise and schedule staff. Process timecard review and approval.
- Evaluate programs, outcome objectives and membership statistics as they relate to core program areas and personnel; in conjunction with the ELOP Coordinator.
- Know basic office operations and the ProCare Membership system.
- Know and practice basic cash handling and cash management.
- Complete additional tasks as assigned by the Director of Family Support.
- 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 Director of Family Support 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 coverage for program areas as needed. Be aware of staff absences and arrange for coverage, as well as maintain ratios in each room.

Qualifications:

- Bachelor's Degree.
- Three years of Successful Experience in Related Field.
- Outstanding oral and written communication skills.
- Willingness to work additional hours for agency projects and events.
- Ability to manage multiple projects and meet deadlines, while maintaining a positive attitude.
- TB test, First Aid & CPR.

Qualities: Hard working dedicated professional who is honest, loyal decisive and credible. Self-starter, who values integrity, is passionate about kids, and willing to sacrifice to accomplish team goals.

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 at any time. Nothing in this job posting is intended to create an employment contract, implied or otherwise.

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 breast feeding 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