



**BOYS & GIRLS CLUBS**  
OF LARIMER COUNTY

*Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.*

**POSITION DESCRIPTION TITLE:** Summer Site Lead

**REPORTS TO:** Site Coordinator

**TERM :** May 26, 2020 - July 31, 2020

**JOB SUMMARY:**

The Summer Site Lead provides assistance to the Site Coordinator in the overall daily operations of the summer program to support Youth Development Outcomes consistent with organizational goals and mission. The position's primary function is on summer program implementation, service delivery, supervision and training of staff, and facilities management. This position requires high energy, enthusiasm for BGCLC's mission, and the ability to adapt. Successful candidates will be able to build strong professional relationships with staff, parents and Club members.

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

- Ensure the physical and emotional health and safety of Club members at all times.
- Establish program objectives consistent with the 5 key elements for positive youth development; fun, safe and positive environment, recognition, supportive relationships, opportunities, and expectations.
- Provide guidance and act as a role model/mentor to assure conduct, safety, and development of all members.
- Manage facilities and equipment to ensure a productive and clean work environment, reporting major issues to Site Coordinator.
- Maintain close professional daily contact with all staff members, supervisor, and volunteers to communicate on Club operations and the needs of members.
- Adhere to all BGCLC policies and procedures.
- Responsible for the day to day flow of Club programs, making adjustments when necessary and guiding staff through transitions.
- Assist the Site Coordinator in dealing with discipline issues and parent communications.
- In the absence of the Site Coordinator, day to day Club management will fall to the Site Lead

**Program Development, Implementation, and Evaluation:**

- Effectively create, implement, and administer programs, services and activities for members and visitors ages 6-18.
- Assist Site Coordinator in creating the overall schedule for the Summer Program and be responsible for making necessary changes throughout the summer.
- Create a summer calendar to distribute to parents and guardians.

**Leadership:**

- Oversee the functions of the front desk and/or Club entrance. This includes staff assigned to this area, safety systems, customer service, and appearance.
- Oversee and assign any interns and practicums to specific program areas.
- Consult with parents/guardians concerning member and unit issues.



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- Represent BGCLC at community events when needed, i.e., local parades, open houses, school events, community fairs, etc.
- Assist with food service in the Club, following all Food Bank/Health Department safe food handling protocols.
- Adhere to BGCLC standard safety protocols and assist with emergency drills.
- Assist in implementing and creating member behavior and safety plans as needed.
- In the absence of the Front Desk Program Aide, front desk management will fall to the Summer Site Lead.
- Communicate with parents about member discipline and/or incidents as they arise.
- Demonstrate leadership to assure safety, conduct, and development of members.
- Communicate daily with Site Coordinator about how the Summer Program is going, providing and accepting feedback.

**Administration:**

- Ensure the front desk area is clean, organized, safe, and functioning efficiently to give both youth and parents a good first impression.
- Ensure accurate membership information is entered into membership tracking on a regular basis.
- Maintain and manage waitlists (if applicable), following up on questions and phone calls to parents and guardians.
- Promote Club programs to youth and parents, specifically field trips, family nights, special events, etc.
- Provide program information i.e., stories, pictures, statistics, etc. for community marketing materials and grant reports.

**ADDITIONAL RESPONSIBILITIES:**

- Work special events as required by the organization, sometimes outside of normal working hours.
- May be required to drive Club van periodically.
- Consult with parents concerning Club issues.
- Will assume other duties as assigned.

**SKILLS/KNOWLEDGE REQUIRED:**

- Must pass Background check.
- Previous background working with a diverse population of youth.
- Ability to motivate youth and manage behavior problems.
- Ability to implement quality programs for youth.
- Ability to build and maintain relationships with youth, parents and stakeholders.
- Able to effectively handle public relations.
- Mandatory CPR and First Aid Certifications.
- Valid State Driver's License.
- Spanish speaking is preferred.



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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:** Ability to work in a fast-paced, chaotic and loud environment. Ability to continuously stand or walk. Ability to lift up to 50 pounds 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.

*Boys & Girls Clubs of Larimer County is an Equal Opportunity Employer*

**We Offer:**

- An opportunity to help positively shape the next generation of leaders
- A supportive team
- Personal and professional growth opportunities
- An engaging and fun work environment

**Pay Range:** \$18.00-21.00/hr