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

POSITION TITLE: Program Coordinator, Loveland Pulliam Club
PERFORMANCE PROFILE SOURCE: Youth Development Professional
DEPARTMENT: Programs
REPORTS TO: Club Director
FLSA: Full Time, Non-Exempt
SALARY REQUIREMENTS: Hourly $17.80-$19.05

JOB SUMMARY:

This position will help to support the Club’s overall program objectives by overseeing program data collection, a diverse range of program implementation, special programs and events and will dedicate special attention to academic and technology based programs geared towards middle and high school aged youth.

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.
- Responsible for creating and upholding behavior standards and consequences for youth throughout the Club.
- Participate in regular program meetings, staff meetings, and trainings.
- Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor.
- 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.

RESPONSIBILITIES OF A PROGRAM COORDINATOR:

PROGRAM DEVELOPMENT, IMPLEMENTATION AND EVALUATION

- Foster and cultivate a safe, inclusive and equitable environment for youth and staff at all times.
- Effectively implement and administer programs, services and activities for youth and teens.
- Create and implement program schedules on a daily, weekly and monthly basis. Ensure all programs offer an academic component and utilize appropriate technology.
- Ensure implementation and completion of Boys & Girls Clubs of America contests, projects and incentives.
● Effectively and regularly utilize the resources of BGCA.net for training and program development.
● Evaluate programs and report program effectiveness using BGCLC’s impact assessment form.
● Implement five BGCLC impact assessments per year; one of which must be created by the Program Coordinator.
● Ensure accurate and timely program data is entered into the Member Tracking System.
● Provide support to youth and teens who may be academically at risk through offering unique program opportunities, tutoring, extra assistance, etc. to help them become proficient.
● Assist with food service in the Club, following all Food Bank/Health Dept. safe food handling protocols.
● Provide program reports as needed.

COMMUNITY OUTREACH
● Work with local Middle and High school teachers in the school district to align on curriculum and programming.
● Volunteer in the classrooms of local schools to be familiar with the current curriculum and to assess areas where members need the most help.
● Communicate with teachers on the progress and needs of Club members.
● Represent BGCLC at community events when needed, i.e., local parades, open houses, school events, community fairs, etc.
● Provide program information i.e., stories, pictures, statistics, etc. for community marketing materials.

LEADERSHIP
● Allocate and monitor work of any volunteers assigned to your program area and ensure productive and effective performance.
● Ensure implementation of daily program plans and provide materials to staff and volunteers.
● Provide input in the budget planning process for the program area, and control program and activity expenditures within approved program budget.

ADDITIONAL RESPONSIBILITIES:
● May implement and oversee other Club activities or special programs/events as necessary.
● May be required to drive a Club van periodically.
● May consult with parents concerning member behavior.
● May handle financial transactions.
● May help supervise overall Club operations.
● Evening and weekend work may be required.
● Will assume other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:
● 2-4 year college degree or equivalent experience.
● Interest in working with children.
● Ability to motivate youth and manage behavior problems.
● Strong communication skills, both verbal and written
● Demonstrated ability to deal with the general public.
● Mandatory CPR and First Aid Certifications.
● Valid State Driver’s License with good driving record.
● Must pass a background check.

WORK SCHEDULE:
• This position will work between 30-40 hours a week, Monday through Friday, hours may vary with the workload.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:** Ability to work in a fast-paced, chaotic and loud environment. Ability to continuously stand or walk, reach with hands and arms, and stoop, kneel, crouch, or crawl. 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
● Competitive benefits including medical, dental 401k, etc.

**HOW TO APPLY:**
Please submit your resume and Application for Employment to careers@bgclarimer.org. The application can be found at the following link: https://www.begreatlarimer.org/careers/. Please be sure to include the title of the position you are applying for in the subject line of your email. Applications are due no later than July 22nd.