



BOYS & GIRLS CLUB
OF FOND DU LAC, INC

POSITION DESCRIPTION

TITLE: Johnsonville Program Coordinator

DEPARTMENT: Programs

REPORTS TO: Director of Elementary Services

HOURS: 25 hrs/wk; Non-Exempt

PRIMARY FUNCTION:

Responsible for planning and overseeing the delivery of a broad range of programs, such as Education, Character & Citizenship, Social Recreation, Arts & Crafts, and Physical Education, for the Johnsonville Elementary Program.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members.
2. Plan and oversee the administration of designated afterschool programs and activities that support Youth Development Outcomes:

- Planning, organizing and implementing a range of program services and activities for drop in members and visitors
- Initiating new programs with the approval of the Director of Operations
- Recommending the development of service area programs
- Ensure that members are encouraged to participated in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program areas.

3. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly branch staff meetings.

Program Development and Implementation

4. Develop weekly program curriculum for program staff and ensure they understand and effectively communicate standards of the programs.
5. Submit weekly schedule outlining daily program activities to the Director of Elementary Services one week prior to implementation.
6. Ensures the quality improvement of programs by conducting program evaluations and annual written analysis of member needs and interests. Compiles monthly statistical reports reflecting all activities, attendance and participation.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and/or events
2. Participate in trainings, special programs and/or events.
3. Attend field trips.
4. Provide first aid.
5. Assist in or handle special assignments or other duties as deemed necessary or important by supervisor.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff, volunteers, 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.

SKILLS/KNOWLEDGE REQUIRED:

- Background or training in working with middle and high school aged youth
- Experience working with youth
- Knowledge of youth development
- Ability to plan and implement quality programs for youth.
- Excellent written and verbal communication skills
- Must have the ability to work independently and efficiently without direct supervision.
- Good interpersonal abilities-able to interact effectively with co-workers of all levels.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to function under fast paced and noisy conditions. Should be physically fit to engage in Club programs when necessary; may require being on feet for long periods of time. Physical requirements include: sight, hearing, sitting, standing, stooping, running, strenuous sports related activities, and lifting a minimum of 50lbs.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Employee Date

Approved by: _____
Supervisor Date