

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS
OF BRAZORIA COUNTY**

POSITION DESCRIPTION

TITLE: Site Coordinator
DEPARTMENT: 21st Century Grant
SUPERVISOR: Program Director, 21st Century Grant
CLASSIFICATION: Exempt, Full-time
PAY SCALE: (contingent upon experience)

PRIMARY PURPOSE

Plan, manage, implement and evaluate assigned Boys & Girls Club of Brazoria County (BGCBC) Unit complying with all the requirements of the grant through the Texas Education Agency and Boys & Girls Club. Manage daily operations with primary focus being program and service delivery, supervision and training of staff, facilities management, community relations and member administration.

DUTIES & RESPONSIBILITIES

- Plans, develops, manages, implements and evaluates overall program to ensure objectives are met and grant compliance is maintained
- Supervises Unit staff and volunteers in accordance with BGCBC policies and procedures including Unit specific training and monthly staff meetings
- Manages all center activities, students, and staff
- Performs data collection and entry for grant compliance and BGCBC reporting
- Submits grant reports to Director as scheduled
- Forms and leads campus advisory team to include close relationships with the administration, school day teachers, parents and volunteers
- Attends and participates in all staff meetings and trainings as required
- Works closely with school administration and school day staff to implement program
- Manages recruitment and retention of students
- Monitors student academic progress in collaboration with program staff and school-day teachers
- Ensures site facilities are cared for, properly maintained, and ready for use
- Supervises program activities, units, lessons, and supplies to comply with BGCBC and Grant requirements
- Develops and maintains relationships with parents/guardians, including regular communication
- Administers student discipline in accordance with BGCBC policies
- Ensures all BGCBC policies and procedures are followed
- Works with collaborating partners to utilize and maximize community relationships
- Ensures a healthy and safe environment for all participants, volunteers and staff
- Ensures all persons entering program are promptly greeted and helped if necessary
- Manages unit financial resources and budget
- Assists Director in planning and preparation of a creative learning environment, establishment of program site, and other duties as necessary
- Maintains regular, daily and punctual attendance

- Exercises authority in problems related to participants
- Plans and implements special events
- Supports and positively represents the mission, vision and core values of BGCBC
- Other duties as assigned

NON-ESSENTIAL FUNCTIONS

- Works with BGCBC on special projects that benefit the organization

QUALIFICATIONS

EDUCATION & TRAINING

- Minimum of Bachelor’s Degree or equivalent experience
- Prefer Texas teacher’s certificate

EXPERIENCE

- Prefer one year experience in youth programs
- Prefer one year experience in staff supervision
- Prefer one year experience working with large groups of children
- Prefer experience administering grant projects/programs

KNOWLEDGE, SKILLS, AND ABILITY

- Strong interpersonal, written and verbal communication skills
- Evidence of leadership
- Ability to work independently and in a team environment
- Consistent, dependable, honest and trustworthy
- Prefer ability to communicate in native language of program recipients
- High degree of computer proficiency using Microsoft Office Suite
- Passionate about relating to children, families and colleagues from diverse cultures

PHYSICAL & MENTAL REQUIREMENTS

Standard physical activity such as periodic standing, walking, sitting, basic motor skills to access computer files for information or simple data entry. There will be occasional travel along with frequent prolonged and irregular hours. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate Unit functions; maintain emotional control under stress. May occasionally lift and/or move up to 25 pounds.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. All employment with the Boy & Girls Club of Brazoria County is “at will” pursuant to Texas law.

ACKNOWLEDGEMENTS

Accepted by: _____ Date: _____
Employee

Approved by: _____ Date: _____
Program Director 21st Century Grant, Operations