



**BOYS & GIRLS CLUB
OF THE MUSKEGON
LAKESHORE**

POSITION DESCRIPTION

Title: Education Program Coordinator

Reports To: Operations Director

Wage: \$11.00-\$ 13.00 per hour

Status: Non-Exempt

PRIMARY FUNCTION:

- The Education Program Coordinator is responsible for implementing and overseeing the delivery of a broad range of Education programs within the Club and at times outside of the club, such as Power Hour, Comcast My.Future, Academic Over Time, Summer Brain Gain and Project Learn, develop, oversee implementation and supervise YDP staff & Volunteers. The Education Program Coordinator position is a part-time hourly position and is considered to be 25-32 hours per week. However, it is recognized, at times, special events could occur and additional hours would be granted by Club Leadership. The Education Program Coordinator is expected to work with the Program Director to meet various requests of Club Director, Operations Director, CPO, Board of Directors and the community.

KEY JOB RESPONSIBILITIES:

Prepare Youth for Success

- Plan and oversee the administration of designated Club programs and activities that support Youth Development Outcomes:
- Establish Club program objectives consistent with organizational goals and mission.
- Oversee the day-to-day program activities in accordance with established standards and goals.
- Ensure that members are encouraged and engaged in a variety of Education program areas/activities and receive instruction to develop skills in Education program areas.
- Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

- Establish and maintain, in partnership with the Program Director, Education program goals and settings that insure the health and safety of members. Ensure that staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that Club and school equipment is well maintained.
- Ensure the evaluation of Education programs on a continual basis and ensure Education programs/activities respond to member needs and address their gender and cultural diversity.
- Propose to Program Director Education program and activity expenditures within approved budget.

Supervision

- Allocate and monitor work assigned to program volunteers and program staff, providing ongoing feedback and regular appraisal. Work with the Program Director to identify and support training

and development opportunities for assigned volunteers and staff, as well as monitor impact of trainings.

- Perform proper and timely record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any programs/issues.
- Ensure productive and effective performance by all program staff and volunteers.

Additional Responsibilities

- May oversee special programs and/or events (i.e. Youth of the Year and Awards Programs), and/or participate in the implementation of other Club activities as necessary.
- Consult with Program Director on parents concerning member and Club issues.

Relationships

- *Internal:* Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, and advise/counsel.
- *External:* Maintain contact as needed with external community groups, schools, members' parents and other to assist in resolving problems, as directed by the Program Director.

SKILLS/KNOWLEDGE REQUIRED:

- Educational background should be 4 year's of college Bachelors degree in related field from an accredited college/university, or (4) Minimum professional work experience.
- Four year's of work history in a Boys or Girls Club (or similar organization), or Minimum of combination of 2 years of educational background (AA degree), and 2 years of professional work experience.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT/QUALIFICATIONS:

- Must be able to sit, stand or walk for extended periods of time.
- Must hold valid driver's license and proper automobile insurance.
- Must be able to squat or bend to communicate at youths' level.
- Must be able to lift up to 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facility, on the property and/or on field trips.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this position. 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.

Signed by: _____
Incumbent / **Date**

Approved by: _____
Supervisor- Program Director / **Date**

Reviewed by: _____
CPO / **Date**