TITLE: Gym Coordinator

PERFORMANCE PROFILE SOURCE: Part-time Professional

DEPARTMENT: Operations

REPORTS TO: Program Director or Unit Director

WAGE: ☑ Hourly ($7.65)

POSITION SUMMARY:
The Gym Coordinator is responsible for: ensuring youth development principles are incorporated into programs and activities; providing guidance and discipline to ensure a safe and positive environment for youth; ensuring the incorporation of character development, age appropriate and gender-specific programs and activities; ensuring that cultural diversity educational programs are implemented; assisting in the planning, implementation, and delivery of exciting and engaging activities and programs for youth ages 5 to 12; assuring the planning development and implementation of Boys & Girls Clubs of America National Programs; and maintaining and caring for applicable equipment and supplies.

Educational/Training Requirements: Minimum of High School diploma or equivalent. Experience working with youth in a guidance-oriented atmosphere preferred. Missouri Class E Driver’s License preferred, but not required.

Key Roles: Prepare youth for success, program development and implementation, teamwork, and supervision and development of volunteers.

Key Competencies:
- Contribute to creating an environment that promotes the physical, social and emotional well-being of youth.
- Recognition is given to members in order to encourage appropriate behavior and build positive self-esteem.
• A variety of activities are provided in the fields of fine arts, music, and theater that appeal to Club members of different age groups.
• National programs are conducted and members are recognized for their commitment to such programs.
• An environment is created in which members feel safe enough to express their issues, concerns and ideas.
• Physically capable of monitoring activities and interacting with youth in programs, where appropriate, and maintaining consistent supervision and guidance.
• Attention to detail is maintained in the maintenance and appearance of the program area, equipment and supplies.
• Collaborate with other staff members in order to design the best programs and/or provide the most valuable opportunities for Boys & Girls Club members.
• Work closely with and/or provide supervision of volunteers.
• Assist as needed.

Skills Needed:

• Creativity
• Punctuality and attention to detail
• Knowledgeable of various dance and physical fitness styles and types
• Excellent communication skills
• Self-motivated
• Confidence in working with youth
• Dedication

General Duties:

1. Responsible for coordination, planning and implementation of programs for Club members, ages 5-12, in the areas of sports and recreation and healthy lifestyles. S/he will plan and facilitate both national and innovative programs and activities. S/he will also be responsible for the maintenance and appearance of the Music Room, equipment and supplies. S/he will turn in detailed program plans and needs lists by the end of each month and will keep accurate attendance records that are turned into the office each night. S/he will instill in Club members the importance of their roles at the Club through introducing and reviewing Club rules, the Club code and fair and consistent guidance and discipline.
2. Responsible for coordination, planning and implementation of the following National Programs: Triple Play, Wanna Play, Sports Leadership Club, Project Learn, Youth for Unity, Power Hour, and/or any other art related program (Basketball club, fitness club, etc.)
   a. Submit all Program Plans to the Program Director by the assigned due dates. (This includes weekly schedules, word of week, safety topic, and assigned program plans.) Spring session program plans are due December 15th, for Summer - May 21st and for the Fall - August 26th. These are tentative to change and staff will be informed.
   b. Most National Programs from Boys & Girls Clubs of America have a manual with curriculum and pre/post test. These manuals can be found in our Concession Stand which must be checked out by the Program or Unit Director or you can find all manuals on bgca.net. Staff can also use previous program plans as a guide to helping with creating their program plans and pre/post test.
   c. All program plans should state the following: The name of the program with a brief description, start and end date of program, what time and day of the week the program is conducted, the staff
person in charge and the age group. Each week should have a goal, objective, description, and supply list for the activity.

- Each program must have a roster form filled out. The purpose of this roster is to track the members who come to your program every day. A roster rubric will be given to you by the Program Director to explain how to fill a roster form out completely. At the end of the day your rosters should be turned into the folder above the printer in the Front Office.

3. Responsible for planning and implementation weekly schedules
   a. Submit all weekly schedules to the Program Director by the assigned due dates. (This includes weekly schedules, word of week, safety topic, and assigned program plans.) Spring session program plans are due December 15th, for Summer May 21st and for the Fall August 26th. These are tentative to change and you will be informed.
   b. Weekly schedules include the activities that will be conducted throughout the week by every hour.
   c. Weekly schedules correlate with the brain (master schedule) that the Program Director will give you.
   d. All activities should be fun, creative, and age appropriate.
   e. Weekly schedules should be posted outside your area.

4. Responsible for ensuring the emotional and physical safety of members.
   a. Your number one job duty is to supervise members and ensure safety.
   b. Member can never be left alone without a staff member present. (Volunteers and Junior Staff are NOT staff).
   c. You must be proactive rather than reactive. Pay attention to members, identify needs, prevent harm.

5. Word of the Week, Safety Topic, Project Learn Theme of the Month, Club Characteristic of the Month:
   a. All areas must post their themes on their bulletin boards.
   b. Every Monday (10:00am-Summer/4:15pm-School Year) themes should be reviewed and discussed.
   c. All themes will be provided by the Program/Unit Director.

6. Other important due dates/duties:
   a. Supply Requests- These are due to the Program Director by 20th of each month. Provide a list to the Program Director with the item and estimated cost of the item.
   b. Weekly Reports- These are due every Sunday night by 10:00pm. You must fill these out every week and include all necessary information. This report is available via Google Drive. You must create a Google e-mail account.
   c. Each staff is responsible for cleaning their area at the end of each day. Most of the time, this includes: putting away all equipment, cleaning the sink, tables, and counters, sweeping and mopping the floor, cleaning the windows, organizing closet, and taking out the trash.
   d. Cleaning Duties for specific areas (i.e. bathrooms, staff lounge, and program hallway) will be assigned each month. Staff will be responsible for completing these duties on their respective nights or for finding a fellow staff member to cover said duty if absent.
Resources:

1. bgca.net has a variety of resources for part-time staff. Once login, click the youth development tab. Find your program area. Use this resource as much as possible.
2. Located in the staff are our all the manuals to every program plus a variety of resources where you can find tons of activities you can use in your area.
3. The Program Director also has resources such as coloring books, monthly workbooks that contain activities for the month, and other resource books. Please check out these resources.
4. The internet is a great tool. Pinterest is a dream.
5. Pecentral.org is another resource you can find tons of creative activities you can bring into your programming

Expectations for your Area:

1. All program areas must post their expectations.
2. Expectations must be consistent, predictable, and enforced.
3. Expectations should always be stated in a positive manner.

Evaluation Plans/First Aid Signs:

1. All Emergency Plans, First Aid Signs, and Fire Extinguishers must be posted at all times.
2. Staff should discuss this with their members often.

Safety Hazards for your Area:

1. Equipment: All members should fully understand how to use all equipment and the dangers of them.
2. Tables and stools: Members should not sit on the tables and should sit correctly on the stools/chairs.
3. Closet: Members will not be left alone in the closet. You closet must always be clean and organized.

Taking ADA (Average Daily Attendance):

1. Staff members are responsible for taking ADA each hour. ADA sheets can be located in the mailboxes in the Front Office and in your staff binder.
2. You will log member ID numbers as they enter your area.
3. If a member leaves your area, make a mark by their number so you know who you have left in your area.
4. If we have an emergency, it is important that are ADA sheet are very accurate. If you have to leave your area for any reason, take your ADA with you.
5. Members should not take numbers, unless they are Jr. Staff.

Discipline/Supervision:

1. Staff should always place themselves where you can see all members and doors. Staff should not be sitting down. Staff should always be moving around the area.
2. Staff needs to be consistent with their expectations for members. If the members break the rules, staff needs to have consequences for their actions. (3 Strike Rule, Time Out, etc.) If members cannot follow your consequence please send the member to the front with a behavior report filled out completely and in a timely manner. Behavior reports are located in the mailboxes in the Front Desk if you run out in your area.
3. Do not leave members alone in your area without a staff. Volunteers or Junior Staff cannot be left in your area with the members.
4. Try to deal with problems in your classroom as much as possible
5. Send a volunteer or another staff if you need assistance with a member or a group of members
6. Use redirection techniques if possible
7. No group punishments
8. Write up members for the following behavior problems: cussing, physical fighting, threatening others, destruction of property, using racial or derogatory slurs, and refusal to obey rules
9. Do not speak with parents about behavior, allow the Directors to do so
10. See www.loveandlogic.com for more resources on discipline and communicating effectively.

Switch Time/Transitions:

1. We switch 5 minutes before the hour. Your area should be picked up and all equipment put away before your members switch.
2. It is important to inform your members what area they can go to next and line them up before sending them to the next area.
3. You must be outside your area during transition time to supervise.
4. No members should be sent to your area without a staff.