



# BOYS & GIRLS CLUB OF DOOR COUNTY

## JOB DESCRIPTION

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<u>Title:</u>	<b>Program Coordinator</b>
<u>Reports to:</u>	Director of Programs & Operations
<u>Times:</u>	M-F, 11-6:30 Academic Year; M-F, 8:00-5:30, Summer, Events as needed
<u>Support:</u>	Training & coaching as needed
<u>Evaluation:</u>	90 days after hiring; end of year or as needed

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### **PRIMARY FUNCTION:**

Responsible for overseeing and implementing Programming at the Club.

### **ESSENTIAL JOB RESPONSIBILITIES:**

- Develop lesson plans and implement programs according to the plans.
- Maintain an inventory of all program equipment and supplies. Recommend purchases..
- Initiate new programs with approval of the Director of Programs & Operations.
- Maintain and develop community partnerships for program collaborations, such as Art for Health, Peninsula Singers Youth Choir, Fused Glass with Doug and Barbara Henderson.
- Implement and enforce all Club rules and policies with the members.
- Do safety checks of your program area and equipment and report any findings.
- Maintain a clean and safe program area.
- Participate in scheduled staff meetings and training.
- Staff must wear their ID badge and a BGC shirt.

### **SKILLS AND KNOWLEDGE REQUIRED**

- High School diploma, Associate or Bachelor's Degree preferred.
- Experience working with youth.
- Knowledgeable of computers and software to include Microsoft programs (excel, word), google platform, databases, accurate data entry, etc.
- Strong verbal skills, ability to speak clearly and professionally.
- Ability to work in a fast-paced environment.
- Strong interpersonal skills; ability to articulate instructions clearly.
- Understanding of and ability to share the Club's philosophy, vision, and goals.
- Understanding of and ability to follow organizational policies and procedures.
- Self-starter with excellent organizational skills with the ability to manage multiple assignments, prioritize, manage time effectively and efficiently, and complete tasks within deadlines.
- Valid driver's license.

### **Evaluation:**

The person hired will be evaluated during the first 90 days on the job by the supervisor through on-going guidance, training and orientation. Annual reviews will be conducted annually in January by his/her supervisor. At that time they will also be asked to assess their own performance, share where they might benefit from further training and how their supervisor might add additional support and guidance, thus establishing a mutual opportunity for greater success in serving Boys & Girls Club of Door County and its mission.

**Physical Requirements:**

Must be able to function under fast paced and noisy conditions; may require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

**Working Requirements:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at Boys & Girls Club of Door County. The noise level in the work environment is usually moderately quiet in the office and moderately loud in the field.

**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.

**Signed by:**

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**Incumbent** **Date**

**Approved by:**

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**Director of Programs** **Date**