



**BOYS & GIRLS CLUB**  
**of Door County**

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Position Description

Title: Healthy Lifestyles Coordinator  
Department: Programs  
Hours: 30-32 hours per week  
Reports To: Director of Programs & Operations

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**Primary Function:**

This position develops, implements, evaluates and monitors BGCDC's Healthy Lifestyles Program initiatives delivered to youth ages 5-13. The Healthy Lifestyles Coordinator creates programs that target physical activity, nutrition, healthy eating habits, stress management, and mind/body awareness that motivates and provides the necessary tools and resources for youth to adopt and maintain a healthy lifestyle.

**Key Roles:**

Prepare youth for leading healthy lifestyles:

- Promote health and physical activity
- Expose youth to a wide variety of new physical games and activities
- Promote Good Character, sportsmanship, and working as a team
- Educate youth on healthy eating habits and trying new foods
- Engage youth in activities to create mind/body awareness
- Motivate youth to try new foods, activities, techniques to activate a healthy lifestyle

Program development and implementation:

- Plan activities with objectives that are consistent with the mission and goals of the organization and grants it manages
- Effectively implement and administer programs, services and activities for members
- Provide guidance and direction to YDP's about Triple Play plans
- Monitor and evaluate programs, services, and activities to ensure quality
- Ensure all members are encouraged to participate in programs and activities and receive instruction and constructive feedback to develop skills in academic program areas
- Prepare lesson plans following the impact model and follow up activity reports that measure lesson success.
- Participate in staff meetings

**Additional Responsibilities:**



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Assist with Power Hour, homework assistance, snack, garden help and other programs outside of sports clubs as needed.

**Relationships and Collaborations:**

All staff of the Boys and Girls Club of Door County are to maintain professional relationships with club members and their parents as well as being mindful that all community members are potential members or donors to the organization.

Staff will be collaborative and supportive of all organizations the Boys and Girls Club of Door County works in partnership with at all times.

Staff will build relationships with classroom teachers at local schools and serve as a promoter of all Boys and Girls Club programming.

Staff will maintain a respectful and professional relationship with their immediate supervisor and the CPO as well as the Board of Directors for the organization.

**Minimum Skills and Knowledge Requirements:**

Knowledge surrounding healthy lifestyles and initiatives

Must be over 18

**Knowledge of youth development**

Proven ability to manage behavioral issues

Proven ability to motivate youth

Proven ability to build meaningful and appropriate relationships with youth

Proven ability to plan and implement meaningful programs for youth

Ability to communicate with parents, teachers and other staff

Portray a positive image while in the club and community

A spirit of collaboration and willingness to embrace partnerships

**Physical Requirements:** Ability to lift up to 40 pounds, stand for long periods of time, walk up to two miles without stopping and play vigorously with children for several hours.

**Disclaimer:** *The information presented indicates the general nature and level of work expected of employees in the 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: \_\_\_\_\_

Date: \_\_\_\_\_



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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_