

**BOYS & GIRLS CLUBS OF SOUTHWEST COUNTY
JOB DESCRIPTION**

NAME:

SITE:

TITLE: Prop 49 Site Coordinator

REPORTS TO: Area Director, Director of Operations

Exempt **Non-exempt**

JOB SUMMARY:

Directs and provides leadership for overall daily operations of the designated site with the primary concern for program and service delivery, supervision and training of staff, facilities management, school relations and Prop 49 administration. Uses effective marketing/outreach techniques and interest generating programming and special events to continuously increase the numbers of youth served and daily utilization as dictated by school-site demographics and Prop 49 program requirements..

MAJOR RESPONSIBILITIES:

Leadership

1. Ensures programs, services and activities that facilitate achievement of Prop 49 requirements and the Youth Development Strategy and overall mission and strategic plan of the Boys & Girls Clubs of Southwest County (BGCSWC). Prepares all youth for success. Implements processes for quality improvements within the school-site that are in alliance with the above.
2. Plans, organizes and manages the overall site programs. Conducts program evaluation and annual written analysis of participants needs/interest; assists in development of annual program objectives, monthly calendars and prepares relevant reports. Compiles monthly statistical reports reflecting all activities, attendance and participation. Assures that the site carries out the policies of the Prop 49 grant and the school district.
3. Oversees the maintenance and operation of the physical property and equipment of the site, responsible for overall cleanliness, attractiveness and safety of property and equipment. Makes appropriate report of anything that needs maintenance.
4. Oversees and monitors daily programming to insure staff implements programming as indicated by the daily schedule. Posts the schedule every day in visible locations. Ensures ample recognition opportunities for youths to take place at least monthly.
5. Individually and through other staff members preserve the health and safety of all individuals associated with the school-site, especially the participants at the site. Ensures that all staff stays current in First Aid and CPR certification.

6. Responsible for portraying and maintaining a positive disposition and positive work environment.
7. Exercises authority in problems relating to participants; implements guidance and Behavioral Incident Plan.

Human Resource Management

1. Recruit, train, direct, motivate, evaluate and supervise site staff. Takes steps to assure the career development of all staff. Makes recommendations to the Area for final staffing decisions. Stays in compliance with the employee handbook to include taking appropriate disciplinary action with staff as needed.
2. Creates, posts and disseminates staff schedule in a timely manner.

Partnership Development

1. Promotes and stimulates cooperative relationships and interests in site activities and events with the community to include: principals, teachers, parents, student leadership groups, general public, civic groups, and social agencies. Recruits and manages volunteers for school-site.
2. Motivates, and teaches other staff members to motivate participants at the site to strengthen the community by engaging in meaningful community service projects, acting responsibly and respecting the rights and property of others.
3. Individually and through other staff members interface with parents 1.) to promote and enhance the image of various programs at the site, specifically, and the school in general; 2) to determine the effectiveness and value of specific activities and services offered at the site; 3) to recruit volunteer assistance and support for the various programs at the site and; 4) to have parents appropriately reinforce the principles and behaviors taught at the Club.

Marketing and Public Relations

1. Promotes and stimulates participation within the school-site. With the assistance of the Area Director and the school district, coordinates all publicity for programs and services within the school-site and the community. Provides information assistance at “Back-to-School” nights and any other parent/teacher/student event permitted by the school serviced.
2. Utilizes effective monthly outreach techniques under the guidance of the office of the principal to continuously increase the number of school-site members and the day-to-day utilization of the Club. Provides the Area Director with weekly reports detailing the results of these outreaches and the number of youth served.

Resource Management

1. Requests & purchases supplies and equipment within allotted budget designated by the Prop 49 grant.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of three years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong communication skills, both verbal and written.
- Ability to recruit, train, and supervise and motivate staff.
- Ability to deal effectively with member’s discipline problems.
- Working knowledge of budget preparation, control and management.
- Skills in fundraising activities.
- Demonstrated ability in working with young people, parents and community leaders.
- Possess current California driver’s license.
- CPR/First Aid Certification
- Successfully pass school district tests

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designated to contain, not to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives requires of employees assigned to this job. Changes or modifications can be made at anytime to the above.

Prop 49 School Site Coordinator

Date

Area Director

Date

Director Of Operations

Date