



JOB DESCRIPTION

POSITION TITLE: Site Coordinator

DEPARTMENT: Programs – School Based Sites

REPORTS TO: Director of Program Services

FLSA Full Time, Non-Exempt

Job Summary

The **Site Coordinator** is responsible for being the liaison with the school district in academic programming, by planning, coordinating, and assisting Employees in the implementation of tutoring, mentoring and Club programs. The Site Coordinator supervises Youth Development Professionals and volunteers in program planning for programs at the Boys & Girls Clubs of Southern Illinois (21st Century; OJP; Teen Reach Sites).

The **Site Coordinator** will be responsible for communicating with the team regarding issues, concerns, and strategies to implement and ongoing support of employees working with youth. Will be responsible for assuring membership applications, parent orientations and data (attendance and membership information) is entered daily.

As a **Core Team** member, the Site Coordinator will lead, administer, and oversee daily operations of the school based site, as well as long-range planning and goal-directed action. Exhibits a high level of leadership, initiative, and responsibility in his or her job performance.

Qualifications

Education: The following are preferred, Bachelor’s Degree in Education, Social Work or a related field. In addition to other relevant fields, applicants must have a minimum of 2 years’ experience working with at-risk youth.

Experience: Experience in learning plan development, curriculum and implementation, and working with youth is required. Applicant must have skills in motivational interviewing and developmental knowledge of social-emotional needs of youth. Successful experience in employee supervision in a relational style versus transactional.

Skills: Must have knowledge of youth programs, have excellent leadership ability, communication skills, computer skills, works well with the public, positive and energetic role model, dependable, and highly organized.

Environment/Working Conditions

This position has a high level of engagement with children, families, and the general public. Applicant may be required to work some weekends and additional hours past required working hours.

Duties and Responsibilities

Essential Functions:

- Manage, support, and/or assist with educational programs in the Club, including Academic Themes; Power Hour; High Yield Learning Activities and Family Nights.
- Coordinate and represent Club partnership programs with other agencies as assigned.
 - Includes assessing and meeting outside program needs
 - Consistent and active participation in partnership programs
 - Train volunteers and employees to implement programming needs
 - Coordinates social work services and youth referrals between the program and other agencies providing social and educational services in both the school and local community.
 - Establishes referral network/linkages with outside agencies for both students and parents.
 - Participates and occasionally presents at teacher meetings, parent education programs, etc.
- Data Entry and Records maintenance
 - Maintain membership files
 - Enter attendance data daily
 - Maintain attendance rosters
 - Complete all the reporting forms accurately and on time to the School Sites Director.
- Perform necessary administrative functions including:
 - Manage building security and safety
 - Assist with Employee training
 - Assist in managing customer service, family communications, and serve to enhance and preserve positive perception of BGCSI.
- Maintain all activity rooms, grounds, and equipment in a safe, clean, and operable fashion.
- Interpret BGCSI mission, methods, goals, and programs to the community and serve as an advocate for the youth and the Club.
- Performs other related duties as required and or assigned.

This is not an all-inclusive list of job duties and responsibilities. It is however, a description of the general nature of the job. It should be understood that other duties may be assigned as the need arises.

I HAVE READ, UNDERSTAND AND AGREE TO CARRY OUT THE ABOVE STATED JOB RESPONSIBILITIES

Employee Signature

Date

Director of Program Services

Date