



BOYS & GIRLS CLUBS
OF THE GREATER CHIPPEWA VALLEY

Mary Markquart Center

Position Description

TITLE: YOUTH PROGRAM COORDINATOR

**PERFORMANCE
PROFILE SOURCE:** NONE

DEPARTMENT: PROGRAM

REPORTS TO: CENTER DIRECTOR

PRIMARY FUNCTION:

- Plans, implements, supervises and evaluates all youth programs, ages 8-11, and activities provided in 3 outcome areas; academic success, good character & citizenship and healthy lifestyles
- Manages teen behavior issues
- Staff management
- Data tracking
- Member and volunteer recruitment and retention
- Assists in managing and writing grants
- Assist in overseeing Club food program
- Special event oversight

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

Prepare Youth for Success

1. Ensure programs, services and activities that prepare youth for success, promoting safety of Club members and quality in programs, at all times. Provide guidance and role modeling to youth Club members.
2. Contribute to the planning and implementation of the strategic plan by:
 - Planning, organizing and implementing a range of program services and activities for drop in youth members and visitors;
 - Initiating new programs with the approval of the Center Director
 - Recommending the development of service area programs; and
 - Promoting and stimulating youth program participation.
3. Ensure quality improvement by monitoring and evaluating youth program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly Club staff meetings.



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Health and Safety

4. Ensure a healthy and safe environment, supervising youth Club members in program area.
5. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies are in good order. Recommend requisitions, as necessary; controlling expenditures against monthly supply budget with the assistance of Center Director.

Program Development and Implementation

6. Manage administrative systems by registering new youth Club members and participating in their club orientation process.
7. Focus on increased member recruitment and retention

Supervision

8. Recruit, train and manage assigned volunteers and program staff.
9. Follow policies and procedures in handling behavior issues as they arise.

OTHER RESPONSIBILITIES

1. May participate in special programs and/or events.
2. May be required to drive Club van.
3. Managing facilities and closing procedures.
4. Other duties assigned by supervisor.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain professional contact with community members and Club parents reporting any issues to Center Director.

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.



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Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
Chief Operation Officer Date