



Title: School-Based Clubhouse Coordinator (Hourly)

Reports To: Director of School-Based Programs **Supervisory Responsibilities:** Program Assistants

Summary of Responsibilities: The School-Based Clubhouse Coordinator is responsible for the supervision and coordination of the before/after school program and staff. This includes planning and implementing the day-to-day program of the before and after school program.

Essential Job Responsibilities:

- Works with the Directors of the School-Based Programs to develop and manage the annual budget and strategic plan for the specific Clubhouse that you oversee
- Properly manage the revenue and expenses associated with the Clubhouse
- Design and oversee implementation of age appropriate educational and recreational curriculum assuring we are meeting the needs of the children in all priority outcome areas – academic success, good character and citizenship and healthy lifestyles
- Create, organize and post a weekly/monthly schedule of activities for families/members to view
- Promote and stimulate interest in all programs
- Adhere to and have a thorough understanding of BGCA Safety requirements
- Adhere to and have a thorough understanding of the State of CT (OEC) licensing requirements
- Perform mock inspections (OEC, Heath Dept & BGCA) of the Clubhouse that you oversee
- Ensuring state mandated ratios and credentials are maintained at all times; assist in site coverage
- Ensure all necessary documents and accurate information regarding each child is on site
- Together with the Directors of School-Based Programs, maintain all state licensing requirements for the specific site that you oversee on site
- Ensure safety in all program areas
- Establish and maintain effective communication with clients - with a strong base of customer service skills
- Direct, train and manage part-time staff; ensure registration with BGCA, Spillett Leadership University and OEC Registry
- Perform annual evaluations of Program Assistants
- Always model and use appropriate positive disciplinary techniques and train staff so discipline is consistent.
- Will effectively market the school-based programs, including Summer Program, throughout the community to assure maximum enrollments and enhance public relations
- Develop & maintain positive relations/communication with all Club building personnel, school personnel (principal, secretary, teachers, custodians, etc.) and community leaders



- Report any problems which arise with members, employees, or the school to the Directors of the School-Based programs
 - maintain personnel records of all site staff and ensure that documents are updated and current
 - Maintain professional development records of all site staff and ensure that self and staff meet continuing education requirements.
 - Serve as a positive role model for children in our program as well as our staff
 - Exhibit competent computer skills in Procure, Microsoft Word, Microsoft Excel and Microsoft Outlook.
 - Maintain a professional demeanor that promotes teamwork among all School-Based staff
 - Complies with policies listed in the Before & After School Parent/Manual
 - Perform any other duties as requested by the Directors of School-Based Programs
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Qualifications and Competencies:

- Twenty (20) years of age or older, as required by the State of CT, with the personal qualities needed to supervise others
- A high school diploma or equivalency certificate
- Connecticut Head Teacher's Certificate issued by the CT Office of Early Childhood for Programs serving school-age children only – 45 Hours of school-age or elementary education training designated by OEC OR 3-Credit course in school-age or elementary education from a regionally higher education accredited institution PLUS 240 hours of documented supervised experience working directly with school-age children in a licensed childcare program, licensed youth camp, or equivalent program
- Possess basic knowledge and understanding of school-aged children.
- Thorough understanding of CT Office of Early Childhood Child Care Regulations
- Extensive management, supervisory, interpersonal and administrative skills
- Maintain current certifications for Epi-pen, First Aid, CPR, and Administration of Medication
- Statement of good health from a licensed physician
- Possess the ability to maintain a high degree of confidentiality
- High degree of organizational skill and attention to detail
- Proven dependability.
- Must be able to successfully pass all security and background checks in accordance with regulatory requirements
- Computer literate in business applications, including Microsoft Office and Procure
- Considerable knowledge of the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; of the principles and practices of non-profit organizations
- Strong communication skills, both verbal and written



- Experience in youth and program development, measuring outcomes and developing strategies that improve outcomes
 - A passion for helping children and families to achieve their greatest potential
 - A proven ability to lead people towards the achievement of high goals
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Physical Requirements/Work Environments:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Able to work in a standing position and walk throughout the day
 - Must be: highly mobile, able to access all areas of the premises including multiple levels with or without the use of the elevator; able to travel throughout the community; self-reliant, resilient and able to work in a fast paced, safe accurate work site for 8-10 hours per day.
 - Must have: free range of body motion which enables incumbent to reach, pull, push, stretch, bend, stop, twist and occasionally lift up to 50 lbs.; vision and hearing acuity corrected to normal; ability to verbalize so the average person can comprehend.
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Disclaimer:

To perform this job successfully, an individual must be able and willing to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities that are required for employees in this classification. Reasonable accommodations made to enable individuals with disabilities to perform essential functions. This does not contain, nor be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. This job description in no way constitutes an employment contract or agreement. As explained in the Employee Reference Guide, employment with the Boys & Girls Club of Bristol is employment at will.

Signature: _____ Date: _____

Printed Name: _____