



Boys & Girls Clubs – Youth Workforce Development Coordinator 2025-2026 service year

TITLE: Workforce Development Coordinator
JOB FAMILY: Programming
STATUS: Service Member - AmeriCorps
SITES: Brockton, Dorchester, Fall River, Marlboro, Marshfield, New Bedford, and Taunton
REVISED February 2025

POSITION SUMMARY: The Workforce Development Coordinator AmeriCorps Service member is responsible for overseeing the implementation of a broad range of high-impact after-school Work-Based Learning & Education programs for middle & high school youth during the school year and summer to set members on a path to great futures.

At Boys & Girls Clubs, we work to provide all our members with high-quality programming that is safe, fun, and makes a measurable difference, with the ultimate goal of imparting the skills needed to achieve success in the 21st century.

ESSENTIAL FUNCTIONS:

- Plan, develop, and implement Work-Based Learning & Education programming in the Clubhouse
- Coach, and counsel program participants on professional skills and enrichment tools
- Support the development and delivery of a comprehensive continuum of programs aimed at supporting career exploration and readiness, financial literacy, and college access
- Maintain participant data and use program evaluation tools to track outcomes and impact for youth
- Strengthen existing and develop new regional workforce and college partnerships

MARGINAL FUNCTIONS:

- Build relationships with youth to create an enriching and engaging environment that highlights the achievements of youth and promotes a sense of competence, influence, and belonging
- Promote family engagement by regularly connecting with families during program pickup times
- Maintain a positive and healthy environment, providing continuous supervision, ensuring members are safe and facilities, equipment, and supplies are well maintained and operational

SERVICE COMMITMENT:

- Members will serve in full-time, 11-month term from September 3rd, 2025 - August 5th, 2026. All members are expected to serve for the entire term and complete at least 1,700 hours of service, including time spent in training and community of practice service with the full AmeriCorps team. Weekly service averages 40 hours and includes afternoon and evening hours, as our Club's school year programming hours are 2:00-8:00 PM Monday-Friday. The typical member schedule will be Monday-Friday from 12:00-8:00 PM.

QUALIFICATIONS:

- Must pass a criminal and sex offender background checks as outlined in our NSCHC policy and procedures.
- Reliable transportation to the service sites.
- Willing to serve daily in a normal eight-hour day and occasional weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS AmeriCorps Training Academy upon selection or within allocated training timelines.
- Strong communication skills (written and verbal) ability to write professionally in emails and present in groups



- Self-starter with good organizational skills, attention to detail, and the ability to meet deadlines
- Strong interpersonal skills with the ability to build and sustain relationships with youth and families
- Commitment to the values of diversity, inclusivity, and empowerment
- Comfort using computers and familiarity with Word, Excel, and Google

BENEFITS:

- Service Members receive a living allowance of up to \$22,000 (pre-tax) over the 11-month term of service, which is \$916.00 (pre-tax) per 24 biweekly pay periods.
- Education award amount: \$7,395.00 upon successful completion.
- Southeastern Massachusetts Regional AmeriCorps (SEMA) Collaborative Clubhouses in Brockton, Dorchester, Fall River, Metro West, New Bedford, Plymouth, and Taunton provide a health insurance stipend of \$75 monthly.
- Gym membership and fresh food assistance.
- Child Care assistance is available if eligible.
- Certifications: CPR/AED for the Professional Rescuer or equivalent, and Basic First Aid (required). Training provided upon selection and must be completed within the first 90 days of employment.
- Service Members are eligible for forbearance of most federally guaranteed student loans, as well as payment of interest accrued during service.
- Service Members receive service uniform, mentorship, ongoing training, and career development opportunities while serving youth in our community-based nonprofit.
- Service Members experience the personal rewards of national service and community engagement. By the end of the term, members will have developed skills in youth work, group planning and presentations, mentoring, time management, outcome data collection, and professional ethics.

BOYS & GIRLS CLUB COMPETENCIES:

Engaging Community: Builds bridges beyond our walls to ensure our Clubs' work is community-focused, welcoming of all, and providing wide-reaching community benefits.

Inclusion: Values all people (members, families, staff, volunteers, donors, partners, etc.) for their unique talents, and takes an active role in promoting practices that support diversity, equity, inclusion, as well as cultural competence.

Communication & Influence: Listens to understand and expresses self effectively (in written and verbal communications) in ways that engage, inspire, inform, and build commitment to our mission.

Program/Project Management: Ensures program impact goals are achieved with respect for deadlines.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand Clubs' work and impact in the community and on members.

Developing Self & Others: Develops self (skills and actions) and supports others (e.g., staff, volunteers, members), both formally and informally, to achieve their highest potential.

Teamwork & Cooperation: Demonstrates ability to work productively and cooperatively with others at all levels to achieve individual and collective goals for impact. Understands and manages external emotions effectively in all situations.

Reasonable accommodations can be provided at any time during the application or during service. To request an accommodation, contact Jennifer Wiernicki, by email: jwiernicki@bgcmetrosouth.org or by phone: (508) 812-3119 x148.

SEMA Collaborative prohibits all forms of discrimination and harassment based on race, religion, disability (mental or physical), military service, political affiliation.