



## **Program Coordinator – Brockton Clubhouse**

### **Description:**

At Boys & Girls Clubs of Metro South, our Club staff members wear many hats – they're teachers, coaches, mentors, community superheroes, and all-around awesome ambassadors of fun and learning! They're not just responsible for unlocking the doors to our Clubs; they're unlocking doors to new worlds and incredible possibilities for kids and communities all over our service region.

The Youth Development Professional-Program Coordinator is responsible for the implementation of a broad range of programs for youth designed to empower them in school, become good citizens and lead healthy, productive lives. Reporting to the Youth Development Director the Program Coordinator is responsible for assisting the Club in the delivery of programs connecting youth to opportunities to help youth discover their abilities and interests.

This position is responsible for implementation the daily operations of the Clubhouse and providing creative, flexible, consistent, responsive, transparent, and accountable leadership to promote the mission, vision, values.

The Program Coordinator will lead efforts to deliver an accessible, inclusive, empowering, and safe Club experience – from a member's first point of contact with the Club to their ongoing daily engagement through the years. The Program Coordinator must exude professionalism and approachable confidence in the knowledge of Club programming goals, best practices, and policies that promote safety, quality, and impact.

### **Qualifications:**

- Minimum of 21 years of age.
- High school diploma and continued educational achievement in post-secondary education, or the workforce
- Experience working with youth, understanding of youth development and executing curriculum and directives for activities
- Ability to motivate youth, serve as a role-model, and organize and supervise youth in a controlled program environment.
- Be proficient in one or more core program area(s) including but not limited to, arts, sports and recreation, education, health and wellness, character & leadership, or workforce readiness.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide instruction during daily programming times and occasional night and weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.

**Essential Functions:**

- Provide leadership and direction to Club team members to ensure an environment that promotes program quality, and core Youth Development Outcomes.
- Manage financial resources, participating in the development of Club annual budgets. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.
- Effectively design, create, implement programs, services, and other activities with members and Club visitors.
- Assist in the planning, developing, and evaluation of programs, services, and activities with members and Club visitors.
- Contributing to a healthy and safe environment, ensuring that facilities, equipment and supplies are properly maintained
- Ensures quality improvement of programs by conducting program evaluations and annual written analysis of member needs and interests. Compiles monthly statistical reports reflecting all activities, attendance and participation.
- Effectively utilize social-emotional skills to identify and address behavioral issues and notify Club Director(s) of any escalating issues.
- Monitoring and effectively using classroom management techniques when working with members while in Club facilities and ensuring overall safety
- Helping to create an environment that encourages youth voice, empowerment, and desirable youth development outcomes.

Please email your cover letter and resume to [hr@bgcmetrosouth.org](mailto:hr@bgcmetrosouth.org) or mail to:

Jene' Riley | VP of Program Impact  
Boys & Girls Clubs of Metro South | Club Support Center  
19 Court Street | Taunton, MA 02780

**Salary Range:**

\$20.00-\$25.00 per hour

Benefits: Medical, Dental, STD, LTD, Life, 401k, AFLAC Supplemental Insurance, Tuition Assistance, Program Discounts, etc.

*DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. Boys & Girls Clubs of Metro South is an Equal Opportunity Employer.*