



21st Century Community Learning Center (21st CCLC) Program Coordinator

About BGCSM

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The out-of-school hours have become critical for youth, a time when many children in our communities need meaningful opportunities to learn, grow, connect, and explore new experiences. We provide a safe place filled with hope and imagination, ongoing relationships with caring adult mentors, and enriching programs. BGCSM is growing, innovating, expanding, and exploring new opportunities to maximize and amplify impact.

Overview of the role

BGCSM is seeking a dedicated and dynamic 21st CCLC Program Coordinator to support the development and implementation of high-quality academic and enrichment programming for middle school-aged members enrolled in the 21st Century Community Learning Center program. This role coordinates daily programming, develops age-appropriate STEM and arts instruction, supports tutors and volunteers, and works closely with school-day staff, families, and community partners to promote student success. The Program Coordinator helps ensure programming aligns with 21st CCLC grant goals and reporting requirements while fostering a safe, engaging, and inclusive environment for all participants.

Who you are:

- **Experienced with middle school-aged youth.** You have at least two years of experience working with middle school-aged children in a recreational, arts, or educational setting.
- **Organized and self-directed.** You can manage multiple priorities, keep program details on track, and follow through with accuracy and attention to detail.
- **A strong communicator and collaborator.** You build positive relationships with youth, families, school staff, community partners, volunteers, and coworkers.
- **Creative and engaging.** You enjoy developing meaningful learning experiences and adapting activities to meet different interests, abilities, and learning styles.
- **Committed to youth development.** You understand the importance of belonging, positive relationships, trauma-informed practices, and creating environments where young people can thrive.
- **Flexible and energetic.** You thrive in a fast-paced, dynamic environment and bring a positive, solutions-focused approach to your work.
- **Teachable and curious.** You value ongoing learning, professional development, constructive feedback, and continuous program improvement.



What You'll Do (Core Responsibilities):

Program Implementation

- Collaborate in the development and implementation of daily academic and arts enrichment programming aligned with 21st CCLC goals.
- Develop age-appropriate instructional strategies to achieve STEM and arts curriculum goals.
- Provide group and individual instruction that encourages members to appreciate and explore STEM and the arts.
- Help members use a variety of techniques and media appropriate to their abilities, while encouraging individual expression throughout the creative process.
- Assist the 21st CCLC Program Director with enrollment and registration for the program.
- Coordinate with school-day staff, families, and community partners to support student success and strengthen program impact.
- Communicate program schedules and calendars to the 21st CCLC team, members, families, and volunteers.
- Help plan and lead special events, family engagement activities, and program showcases.

Member Engagement

- Build positive relationships with members, encourage participation, and foster a strong sense of belonging within the Club community.
- Promote a culture of inclusion, learning, creativity, and continuous improvement.
- Monitor member behavior and interactions and use strategies learned through staff training to promote positive conduct and conflict resolution.
- Organize and manage group dynamics, adapting activities to accommodate diverse interests, abilities, and needs.

Supervision & Safety

- Supervise tutors and volunteers to ensure they understand their roles and provide high-quality instruction and youth engagement; direct concerns or issues to the 21st CCLC Program Director.
- Provide active supervision and support to members during program activities.
- Ensure a safe environment for all members by consistently enforcing Club safety policies and procedures.
- Help ensure member safety during transportation services, including walking school bus, bus stops, and ride-alongs.

Collaboration & Teamwork

- Support recruitment, registration, and retention of program participants.



- Work closely with other Program Coordinators and the Senior Director of Program Management to enhance program offerings and support a comprehensive approach to youth development.
- Communicate effectively with the 21st CCLC Program Director regarding participant progress, program needs, and emerging concerns.
- Collaborate with team members to evaluate program effectiveness and contribute ideas for improvement.
- Participate in required trainings, staff meetings, and professional development opportunities.
- Complete closing tasks as assigned and ensure program spaces are ready for the following shift.

Administrative Duties

- Respond to emails and meeting requests within 48 hours of receipt.
- Prepare monthly program reports and provide participant feedback.
- Submit program supply request forms in a timely manner.
- Complete required program planning documents.
- Maintain accurate attendance and participation records and support required data collection and grant reporting.

Additional Qualifications

- A minimum of two years of experience working with middle school-aged children in a recreational, arts, or educational setting.
- Bachelor's degree in education, child development, recreation, art, or a related field preferred.
- Strong desire to work in a fast-paced and dynamic environment, with a passion for youth development.
- Working knowledge of Microsoft Office Suite or related software.
- Strong organizational, leadership, and communication skills.
- Ability to effectively manage multiple priorities at one time.
- Ability to work collaboratively and build positive relationships with youth, families, and staff.
- Knowledge of youth development principles and trauma-informed practices.
- CPR and First Aid certification, or willingness to obtain certification.
- Must be at least 21 years old and possess a valid driver's license with an excellent driving record.

BGCSM Values:

1. Kindness: You approach obstacles and challenges with kindness; this includes being patient and positive when working with others.

2. Integrity & Trust: You make decisions and choices with integrity, especially when no one is looking.



3. Future Ready: You work toward your own and your members' Future Ready commitments. This includes working with your supervisor and coworkers in a collaborative and constructive way while prioritizing the organization's mission in all decision-making processes.

4. Diversity, Equity & Inclusion: A culture of diversity, equity, and inclusion is everyone's responsibility. In a diverse, equitable, and inclusive culture, everyone in the room can feel seen, heard, and valued.

5. Growth Mindset: A growth mindset means embracing innovation, creativity, learning, communication, collaboration, and being open to new ideas and opinions.

Physical Requirements/Work Environment:

- Office and educational/classroom environment.
- Must be able to lift, carry, reach, bend, push, or pull up to 20 pounds at times.
- Must be able to traverse the facility and lead members to safety in an emergency.
- May be required to stand for at least four hours per day.
- Must be able to sit and engage in prolonged computer use for at least four hours per day.
- Ability to drive a 12-person passenger van.

Position Details

Role: 21st Century Community Learning Center (21st CCLC) Program Coordinator

Reports to: 21st CCLC Program Director

Location: South Portland & Portland Boys & Girls Clubs of Southern Maine (2 positions)

Job Type: Full-Time, hourly

Hours: School year: Monday-Friday, 11:00-7:00 p.m. Some evening and weekend availability may be required.

Compensation and benefits:

- Full Time, (40hrs) Exempt
- Pay scale: \$18.50 - \$27 per hour
- 12 Paid Holidays & earned PTO
- Health Insurance benefits upon completion of eligibility requirements
- 401k with company match upon completion of eligibility requirements
- Employers paid ancillary benefits including life insurance, short term and long-term disability insurance

Application Process

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to hr@bgcmaine.org. Please include the job title in the subject line.



The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, equalize peak work periods, or balance workloads.