



## **JOB DESCRIPTION**

**Job Title:** 21<sup>st</sup> Century Community Learning Center (21<sup>st</sup> CCLC) Program Coordinator  
**Location:** Portland  
**Job Type:** Full-Time, hourly

### **Position Overview:**

Boys & Girls Clubs of Southern Maine is seeking a dedicated and dynamic 21<sup>st</sup> CCLC Program Coordinator to oversee the development and implementation of 21<sup>st</sup> CCLC curriculum for our middle school aged members. This position supports the planning, coordination, and implementation of high-quality academic and enrichment programming for youth enrolled in the 21<sup>st</sup> CCLC program. This position ensures alignment with grant goals and compliance with reporting requirements, while fostering a safe, engaging, and inclusive environment for all participants. A successful candidate will thrive in a fast-paced environment, be passionate about youth development and be skilled in program planning and execution.

### **Essential Responsibilities:**

- Collaborate in the development, implementation and delivery of daily academic and art enrichment programming aligned with 21<sup>st</sup> CCLC goals, providing both group and individual instruction.
- Encourage students to express their own personalities and thoughts during the creative process, using mixed media arts.
- Assist 21<sup>st</sup> Program Director with the enrollment and registration process for the 21<sup>st</sup> CCLC program.
- Coordinate with school-day staff, families, and community partners to support student success and strengthen program impact.
- Communicate appropriate schedules and calendars with 21<sup>st</sup> team, members, families and volunteers.
- Help plan and lead special events, family engagement activities, and program showcases.
- Build positive relationships with members, encourage participation and foster a sense of belonging within the club community.
- Organize and manage group dynamics, adapting activities to accommodate diverse interests and abilities of our members.
- Provide supervision and support to our members during program activities.
- Ensure a safe environment for all members by enforcing club safety policies and procedures.
- Supervise program staff, volunteers, and tutors to ensure quality instruction and youth engagement.
- Work closely with other Program Coordinators and Senior Director of Program Management to enhance program offerings and ensure a comprehensive approach to youth development.
- Communicate effectively with Supervisor regarding participant progress and program needs.
- Collaborate with team members to evaluate program effectiveness and contribute ideas for improvement.

### **Qualifications & Skills:**

- Associate or bachelor's degree in education, child development, recreation, art or a related field OR equivalent work experience.
- At least 2+ years' work experience with middle school-aged children in a recreational, art or educational setting.
- Knowledge of Microsoft Office Suite or other 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).
- Must be 21 and possess a Valid driver's license with excellent driving record.

#### **Work Environment including physical requirements:**

- 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 facility and lead members to safety in an emergency.
- May be required to stand for at least 4 hours per day.
- Must be able to sit and engage in prolonged computer use of at least 4 hours per day.
- Ability to drive 12-person passenger van

#### **Compensation & Benefits:**

- Competitive salary commensurate with experience
- School year: Mon, Tues, Thurs, Fri 2p-7p and Weds 12p-7p; Summer hours 9:30a-4:30p (July/August)
- Comprehensive health, dental, and vision insurance upon meeting eligibility requirements.
- Up to 17 PTO day, 5 Maine Earned Paid Leave and 12 paid holidays within first 2 years of employment; Increased PTO based on length of service.
- 401k retirement plan with up to 6% match upon completion of eligibility requirements.
- Opportunity to make a meaningful impact in the lives of youth.
- Professional development opportunities.

#### **Application Process:**

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

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The organization has been providing youth development programs for more than 100 years. Clubhouses are safe places to learn, have fun and develop skills and interests that last a lifetime.

The Boys & Girls Club of Southern Maine is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or any other characteristic protected by applicable law. We encourage all qualified individuals to apply and join our mission to empower youth in our community.

*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 or to equalize peak work periods to balance workloads.*

