



**BOYS & GIRLS CLUBS
OF ADA COUNTY**

POSITION DESCRIPTION

TITLE: Year1 / Sunrise Club Coordinator (Full-Time, Wage Employee)

DEPARTMENT: Moseley Center / Meridian Club

REPORTS TO: Year1 Lead Coordinator

COMPENSATION: (Starting) \$8.00-\$10.00 /hour DOE, Full Benefits

HOURS: 30+ Hours /Week

PRIMARY FUNCTION:

Ensure safety of youth. Plan and organize daily educational activities and programs in all program spaces. Help kindergarten Club members to make new friends and provide opportunities for fun. Maintain a monthly calendar of activities in line with priority outcomes. Keep Year1 room clean and organized. Be a positive role model and encourage unconventional learning opportunities!

KEY ROLES (Essential Job Responsibilities):

Member Safety and Supervision

1. Set expectations for all members in fairness and in alignment with club policies and procedures.
2. Hold members accountable for behavior choices while communicating the benefits of making better choices.
3. Manage the safe and efficient transition of members between activities and to and from school.
4. Instruct all Kindergarten members in appropriate game-play to ensure safety.

Membership Relationship Building

5. Build positive friendships with all members.
6. Communicate and model the club values of respect, responsibility and integrity.
7. Provide ongoing guidance and mentoring to members when appropriate.
8. Must conduct at least 1 outreach each month in order to build the number of Kindergarteners we serve.
 - a. Internally at family dinner nights/front desk/etc.
 - b. Externally at school functions, direct contact with teachers, community events
9. Embody the positive attitude and self-confidence that ensures success while having fun.

Structured Youth Engagement

10. Lead daily education activities and monthly educational programs under the supervision of the Year 1 Director.
11. Develop strategies for providing youth with new skills in our three areas of impact:
 - a. Academic Success
 - b. Character and Leadership
 - c. A Healthy Lifestyle
12. Create impromptu / casual opportunities for fun and enjoyment that ensures a positive interpersonal setting and unconventional opportunities to learn academic skills.

Cleaning and Facility Maintenance

13. Accomplish assigned daily cleaning tasks
14. Manage program areas in a manner that holds youth accountable for club cleanliness
15. Work with your team to ensure that all areas of the work setting are repaired and clean.

ADDITIONAL RESPONSIBILITIES:

1. May fill in for the following positions in their absence: Field trip coordinator, teen coordinator, education coordinator, membership services coordinator and other YDPs in designated program areas.
2. May drive Club vehicles to transport youth to/from special events pending approval.
3. May fill in to open/close the club if UD, PD or MSC are unable to.

RELATIONSHIPS:

Internal: Maintain close, daily contact with the Year 1 Director, Club members, and Club Staff to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact with Year 1 Director as needed to foster community relations.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of one year prior work experience in a formal work setting.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- A positive attitude, integrity, and interest in helping youth become successful adults.
- Willingness to obtain CPR and First Aid Certifications (provided).
- One year of work experience in a Boys or Girls Club or similar organization planning and implementing activities based on the developmental needs of young people is preferred.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.