



**BOYS & GIRLS CLUBS
OF ADA COUNTY**

POSITION DESCRIPTION

TITLE: Kinder and Sunrise Lead Coordinator (Full-Time, Wage)

DEPARTMENT: Moseley Center

EXEMPTION STATUS: Non-Exempt

REPORTS TO: Unit Director

COMPENSATION: (Starting) \$10.00 - \$14.00 /Hour DOE, Full Benefits

HOURS: 35-40 Hours /Week/ Monday-Friday

PRIMARY FUNCTION:

The Kinder and Sunrise Club (Morning Services) Lead Coordinator is responsible for the coordination and supervision of the overall Sunrise/Kinder Programs and Culture, managing personnel, recruiting morning and kindergarten members, the care and upkeep of designated rooms of these programs, and community relations. When time allows, this position will also provide direct supervision and education to youth.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of designated Club programs and activities:
 - a. Establish Club program objectives consistent with organizational goals and mission.
 - b. Oversee the facilitation of day-to-day programs and/or activities in both Kinder Club and the after school kinder program.
 - c. Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - d. Demonstrate leadership to assure conduct, safety and development of members.
 - e. Address discipline issues and work with youth and their parents to make positive choices and ensure safety.
 - f. Communicate with parents to include them in guidance issues, keep them informed about youth behavior, Club events, and resolve questions and problems.

Program Development and Implementation

1. Develop strategies for providing youth with new skills in our three areas of impact:
 - a. Academic Success
 - b. Character and Leadership
 - c. Healthy Lifestyles
2. Establish and maintain Club program goals and settings that ensure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, and that club equipment is maintained and in good working condition.
3. Ensure the evaluation of Club programs on a continual basis and ensure programs/activities respond to member needs and address their gender and cultural diversity.
4. Control Club program and activity expenditures within approved budget.
5. Conduct new parent/member orientations for prospective Kinder Club members

Supervision

6. Allocate and monitor work assigned to morning & afterschool program staff, provide ongoing feedback and annual appraisal. Identify and support training and development opportunities for assigned staff.
7. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
8. Ensure productive and effective performance by all program staff.

Marketing and Public Relations

9. Increase visibility of Kinder/Sunrise Club programs through community networking, partnering with designated schools, submitting blogs on behalf of Kinder/Sunrise program(s), and announce upcoming events.
10. Disseminate information for the development of programs via advertising and promotion through school visits, kindergarten registrations, and social media outlets.

ADDITIONAL RESPONSIBILITIES:

1. May teach, directly supervise, or oversee children or create special programs and/or events (i.e. scheduled educational lessons at all sites, implement curriculum, coach staff by modeling effective teaching skills, etc.), and/or participate in the implementation of other unit activities as necessary.
2. May drive Club vehicles to transport youth to/from special events.
3. May oversee a summer site or obtain a leadership position at another Ada County Club during the summer program.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and Unit Director to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain professional, courteous relationship with targeted schools, their administration, and their kindergarten teachers and attend scheduled kindergarten registration events to market the program. Maintain contact with your site's Unit Director as needed to foster community relations.

SKILLS/KNOWLEDGE REQUIRED:

- Four-year degree in related field from an accredited college or university, or equivalent experience. Early Childhood Certification preferred.
- A minimum of two years' management experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Obtain CPR and First Aid Certifications.

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.