



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

PASCO ELEMENTARY

PROGRAM COORDINATOR

SUPERVISOR

Pasco Branch Director

STATUS

Full-time, hourly with
benefits
Non-exempt

STARTING SALARY RANGE

\$46,508-\$59,342

Annual salary

(\$22.36-\$28.53/hr

DOQ

*\$.50/hr additional pay
for bilingual staff
(assessment required)*

BENEFITS

- Medical Insurance
- Dental/Vision Benefits
- Long Term Disability
- \$10,000 Term Life Insurance Policy
- 401K Contribution (pending eligibility requirements)
- Staff Childcare Discounts
- Paid Holidays

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

Our Main Branch Club is a 14,000 sq. ft. Club located in Pasco, WA. It opened in 1999 serving elementary aged youth. In 2013, we become a full service club and now serve youth Kindergarten-12th grade. The Club also has a STEAM Room, Games Room, Gym, Learning Center, Stage, tech lab, and Teen Room. The average daily attendance of our Main Branch Club is 200 members and is at capacity for the school year. The program operates year round afterschool during the school year, and half day during the summer months and no school days.

POSITION SUMMARY

Under the supervision of the Branch Director, the Elementary Program Coordinator is responsible for creating, overseeing, and implementing a variety of programs in the areas of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. The Elementary Program Coordinator is responsible for coordinating the overall programming including the following: creating a yearly program calendar, oversee grant implementation, arranging program enhancements, manage staff, ensure data integrity, and other duties as needed. The Elementary Program Coordinator must visibly enjoy working with youth and create an environment that is safe and fun while helping youth build confidence and skills. The Elementary Program Coordinator will support the Branch Director in daily operations of the Club. The Elementary Program

Coordinator will foster positive relationships with children, families, staff, educational community, and community members.

QUALIFICATIONS

- 21 years of age or older.
- A minimum of two years' experience working with youth.
- Considerable knowledge of the mission, outcomes, programs, and procedures of Boys & Girls Clubs and the principles and practices of non-profit organizations.
- Associate's degree preferred, or combination of college credits and work experience
- Effective interpersonal skills (including oral and written communication). Also must possess the ability to work effectively with parents, community leaders, educators, administrators, other staff and volunteers.
- Experience in providing leadership and overall problem solving. • Shows passion for ensuring program quality in the areas of Arts, STEM, Recreation, Leadership, and Academics.
- Ability to remain poised, positive, and energetic in a busy work environment.
- Ability to plan and manage multiple tasks and to develop solutions to problems with limited supervision.
- Working knowledge of Microsoft Word, Publisher, Excel and PowerPoint.
- Good driving record required.
- Must be able to lift and move objects as heavy as 40 lbs.
- Strong communication skills, both verbal and written.
- Enthusiasm for mission and motivation to learn new skills on the job.
- Bilingual, bi-literate preferred.

JOB FUNCTIONS

- Programs and implements activities for youth that give them a sense of belonging, usefulness, influence, and competence utilizing Boys & Girls Club national curriculum and local initiatives.
- Completes a yearly program calendar that focuses on our three priority outcomes of Academic Success, Healthy Lifestyles, and Good Character & Citizenship.
- Marketing and outreach including guest speakers, and flyers to promote the program.
- Promote and market programs through social media.
- Establish a program setting that is safe and healthy for all members.
- Using MyClubHub; Fulfill administrative functions including reporting, data input, and compiling statistics. Ensure staff is reporting accurate data.

- Contributes to the creation of the Club's overall climate for youth development and success.
- Instill the value of stewardship and work to maintain upkeep of equipment.
- Staff management related directly to program implementation and trainings.
- Manage program supplies.
- Help to maintain a welcoming environment, organization, and cleanliness of building.
- Ensures planning, implementing, and execution of program enhancements including field trips, guest speakers, etc. including Elementary intermural and YOM.
- Engages mentors and volunteers in programming.
- Is responsible for camp planning.
- Plans and implements extended nights.
- Ensure grant deliverables are met and help with required reporting.
- Organizes activities and events to showcase, recognize, and highlight members.
- Invest time in community outreach and partnerships within the community.
- Administrative duties as assigned.
- Assist in other areas as needed.

APPLICATION PROCESS

Please submit a cover letter and resume to heather.robertson@greatclubs.org.
Position will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

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