



SITE COORDINATOR – JAMES

MC GEE ELEMENTARY

SUPERVISOR

Area Director of
School Aged Licensed
Programs

STATUS

Full-time, hourly with
benefits
Non-exempt

STARTING SALARY RANGE

\$46,503-\$60,394
Annual salary
(\$22.36-\$29.03/hr
DOQ

\$.50/hr additional pay
for bi-lingual staff
(assessment required)

**Bonus incentive
program up to
\$200 per month
based on program
enrollment**

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.

POSITION SUMMARY

Under the supervision of the Director of Pasco Licensed Programs, the Site Coordinator is responsible for the operation of the on-site childcare services for children in grades K-5. He/she assists parents in completion of registration, billing, and payment of fees, and plans and implements programs offered before and after school, early release days, and holidays. The Site Coordinator follows policies and procedures in the Washington State Administrative Code for Child Care Guidelines in regard to health and safety of children and appropriateness of activities. The Site Coordinator supervises part-time staff and fosters positive relationships with children, families, school personnel and the community. Individual must possess a genuine love and demonstrated passion for youth development.

JOB FUNCTIONS

- Plan and conduct individual, small group and large group activities in all five-core areas that address the developmental needs, interests, and characteristics of all participating members.
- Supervise staff, providing guidance and training throughout the school year.
- Build positive relationships with school staff and administrators.
- Market and publicize Boys & Girls Club programs in the community.

- Ensure that the program meets all childcare licensing guidelines, as required by the State of Washington Administrative Code.
- Manage necessary administrative functions and assigned resources within the Club.
- Contributes to the creation of the overall positive climate for: youth development, team building and community-wide success of the Boys & Girls Clubs of Benton and Franklin Counties.

QUALIFICATIONS

- Must have completed thirty or more credits in any one hundred-level or above college coursework or equivalent.
- Bi-Lingual in Spanish and English.
- Minimum of two years successful experience working with school age children.
- 18 years of age or older
- Cleared background check
- Have planning, coordination and supervisory skills to implement a high quality, developmentally appropriate program.
- Considerable knowledge of: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; of the principles and practices of non-profit organizations including fundraising, resource development and public relations and marketing.
- Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, the recruitment and retention of key personnel, facilities management; and budget management.
- Strong communication skills, both verbal and written.
- Leadership skills, including negotiation, problem solving, decision making and delegation.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Club staff, Board members, community groups, and other related agencies.
- 30-Hour STARS Certificate
- Tuberculosis Test
- CPR/First Aid Card (Preferred)
- Blood Borne Pathogens Training (Preferred)
- Food Handlers Card (Preferred)
- MMR Vaccine or a medical or religious exemption

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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