



BOYS & GIRLS CLUBS
OF MARIN AND PETALUMA

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Job Title: Program Coordinator

Location: Marin/Petaluma

Department: Program

Reports To: Site Director

Type: Hourly, Part time position

Pay: \$13-\$15

Schedule: 18-23 hours per week/M-F

Position Summary

Under the supervision of the assigned Clubhouse Site Director, the Program Coordinator will plan and facilitate programs and activities offered at The Club. Programs include Education & Career Development, Character & Leadership Development, Sports, Fitness & Recreation, The Arts and Health & Life Skills. Incumbent will plan, develop, and facilitate specific National Programs and interest based programs as needed. The ideal candidate will have a passion for working with youth and will be a team player.

Essential Duties and Responsibilities

1. **PROGRAM PLANNING** – Using the Youth Development Strategy, will plan and facilitate existing programs to meet organization’s mission. Utilizes programs developed by Boys & Girls Clubs of America, and develops interest based programs. Completes program forecast and planning and supply requests within required deadlines.
2. **GROUP MANAGEMENT**– Is able to effectively manage large groups (up to 25) of children. Effectively communicates program expectations, goals, and behavior expectations to youth. Utilizes “on the spot fun” during transitional periods. Facilitates youth-centered activities while maintaining a safe and positive environment.
3. **SAFETY** – Maintains a safe, clean environment. Ensures members are properly and safely using equipment and supplies. Is able to utilize Club crisis management plan if needed. Delivers minor First-Aid to members as needed. Completes accident reports as needed.
4. **DISCIPLINE** – Utilizes appropriate discipline to ensure the safety and enjoyment of all members. Completes incident reports as needed. Creates and utilizes opportunities to give members positive reinforcement.
5. **ADMINISTRATIVE** – May be asked to assist Program Director with maintaining club records, such as attendance, power hour points, youth of the day, and behavior.
6. **CLEANLINESS AND ORGANIZATION** – Assists Program Director and other Club staff with maintaining a clean and organized clubhouse. Follows opening and closing procedures and completes tasks as needed.
7. **TEAMWORK** – Incumbent will be able to work collaboratively in a team fashion. Will fill in as needed. Is willing to be flexible and understanding to fit the ever changing needs of The Club and its members.

Qualifications

117 Paul Drive • Suite B • San Rafael • California • 94903 • 415.767.2035 • 707.769.5310 fax

<http://www.mpbgc.org>



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- Person will be of flawless integrity.
- Interest in recreation, child development or education fields.
- Special Talents of interest: athletics, science, fine arts, drama, music, dance, computer technology, photography, cooking and nutrition.
- Strong communication skills both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities

Supervision Exercised

None

Education and/or Experience

- Mandatory CPR and First Aid Certifications

Physical Demands

Majority of work performed walking and standing, travel between Marin sites as needed, occasional lifting of boxes may be required, occasional after-hours and weekend work.

If you are interested in the position please send your resume and a cover letter to Nicole Harrington, Regional Director, Marin County.

Email: nharrington@mpbgc.org

Phone: (415) 342-4116