



Want to help prepare youth for a brighter future? Consider a career working with children and teens at the Waltham Boys & Girls Club! Help them develop healthy lifestyles, leadership skills, and provide mentorship through sports and fitness programming. Join our dynamic team of youth development professionals as we work towards fulfilling our mission to inspire and enable all young people especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

TITLE: Social Recreation Coordinator

PERFORMANCE PROFILE SOURCE: Youth Development Professional

REPORTS TO: Senior Director of Programming

SCHEDULE: (25-30 hours per week) Monday 1pm - 6pm / Tuesday - Friday 1pm -7pm
School Year Position only, with opportunity for additional summer employment

STATUS: Non-exempt

Position Summary:

Qualified candidates will have experience planning and implementing a broad range of programs for youth ages 6-12 within all designated social recreation space, both in and outside of the building. The Social Recreation Coordinator should run a broad range of recreational programming, which appeals to both boys and girls. Also responsible to help lead part-time staff and volunteers.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

- Effectively implement and administer programs, services and activities for members and guests.
- Monitor and evaluate programs, services and activities to ensure safety of members and quality of programs
- Prepare periodic activity reports
- Participate in program/service outcome measurement processes and other evaluation programs, including but are not limited to: tracking attendance and pre and post surveys.
- Collaborate with other program department staff
- Develop seasonal schedule of programs and activities

Prepare youth for Success

- Create an environment that facilitates positive youth development
- Promote and stimulate program participation. Provide guidance and role modeling to members.
- Create a wide range of age appropriate recreation programs and activities

Supervision

- Lead assigned Part-Time staff and volunteers, ensuring productive and effective performance.
- Supervise and discipline of members participating in programs and services within the program area as well as throughout the Club as needed.
- Take inventory, secure and maintain materials, equipment and other resources belonging to the program area.
- Maintain a safe and clean program area.

ADDITIONAL RESPONSIBILITIES:

- May participate in the implementation of other Club-wide activities, special programs, and events as necessary
- Valid driver's license and ability to obtain Massachusetts 7D certification within 60 days of hire
- Other related duties as specified

Skills/Knowledge Required:

- Experience working with children ages 6-12
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to plan and implement quality programs for youth
- Ability to maintain a high level of energy and enthusiasm
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics
- High School diploma required; Associate's Degree preferred