



TITLE: After School Program Site Coordinator

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: After School Program

REPORTS TO: After School Program Director

STATUS: Full-time

SCHEDULE: 40 hours/week

Monday - Friday 10:00 pm-6:00pm – hours are subject to change based on school vacation schedule

SALARY: \$17/Hour - with generous benefits: pension, paid sick time and vacation time, health insurance

PRIMARY FUNCTION:

Assist the After School Program Director with planning and implementation of program development. Maintain day to day compliance as it relates to the After School Program at the Boys & Girls Club and the Department of Early Education & Care. This includes Education & Career Development, Sports, Fitness & Recreation, Arts, Health & Life Skills and Character & Leadership Development.

KEY ROLES (Essential Job Responsibilities):

- Lead and organize activities that prepare youth for success. Maintain an environment that facilitates the achievement of youth development outcomes
- Assist in planning, development and implementation of programs and activities in the areas of Character and Leadership Development, Education and Career Development, Health & Life Skills, the Arts, and Sports, Fitness & Recreation as well as EEC's Core Competencies
- Supervise the After School Program participants in all areas of the Club at all times, ensuring their health and safety
- Assist in managing and supporting staff.
- Responsible for overseeing the program when Director is not present
- Assist in maintaining all areas in use of the After School Program clean and orderly.
- Assist After School Program Director in completing mandatory assessment tools as required by the Department of Early Education and Care; MA Quality Rating and Improvement System
- Complete necessary reports and maintain records
- Consult with parents concerning member issues
- Attend monthly After School Program meetings and attend 20 professional development training hours/year as required by EEC
- Participate in Club events

Skills/ Knowledge/Requirements

- Must meet one of the following: - Have a Bachelor's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care; and 6 months of experience working with school age children. - Have a Bachelor's Degree in any field or an Associate's Degree in Child Development, Early Childhood Education, Elementary Education, Child Guidance, Human Services, Nursing, Psychology, Physical Education, Recreation, Child Psychology, the Arts, Social Work, Sociology, or Child Care and have nine months of experience working with school age children. - Have a high school diploma or equivalent and one year of experience working with school age children.
- At least 20 years of age, per licensing requirements
- Valid 7-D driver's license or ability/willingness to obtain
- Ability to maintain a high level of energy and enthusiasm
- Ability to maintain calm and organized in stressful situations
- Group leadership skills, including an understanding of group dynamics
- Strong communication skills, both verbal and written
- Obtain First Aid and CPR certification.

To apply send a cover letter and resume to Sarah Hebert at shebert@walthambgc.org.