



**WALTHAM
BOYS & GIRLS CLUB**

TITLE: High School Coordinator (High School)

REPORTS TO: Director of Program Operations

STATUS: Full Time Exempt

SCHEDULE: School year: Mondays 10:30-6:30; Tuesday- Friday 12-8pm

Salary: \$42-\$55

PRIMARY FUNCTION:

The High School Coordinator is responsible for the growth and development of the day-to-day operations for the High School Department within the Waltham Boys & Girls Club. The Director of Program Operations will work closely with the HS Coordinator to deliver a broad range of activities and programs geared specifically for 9-12 graders within the core program areas of: Education and Career Development, Character and Leadership Development, Health and Life Skills, the Arts, and Sports, Fitness, and Recreation. They will also supervise the staff and volunteers who work in the High School Program.

KEY ROLES (Essential Job Responsibilities):

Youth Development:

- Member outreach, enrollment and engagement
- Plan and oversee the administration of club-wide high school programs and activities that support Boys & Girls Clubs Youth Development Strategy
- Communicate with caregivers to promote programming and address member concerns
- Establish objectives consistent with organizational goals and mission
- Provide guidance to members (and oversee staff providing guidance) to assist them in making appropriate choices

Programming:

- Management of high school programs including staff, volunteers, strategic organizational planning and implementation
- The Director will facilitate programming as well as bring in relevant facilitators and guests from the community.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the teen center at all times. Prepare periodic activity reports.
- Collaborate programs and events with other staff from other departments, other clubhouses, and community organizations
- Guide Coordinators to innovate new programming and strengthen existing programs
- Hands on program coverage as needed in each area

Leadership:

- Perform staffing and volunteer supervision to include continual feedback, redirection, mentoring, goal setting, hiring and performance review
- Supervise and discipline members within the program areas as well as throughout The Club as deemed appropriate.

- Participate in outcome measurement processes and other evaluation programs including BGCA's annual evaluation tools
- Secure, maintain, and monitor budget, materials equipment and other resources belonging to High School Programs
- Responsible for overseeing building, staff, closing procedures, and overall Club-wide supervision
- Take a lead role in all community initiatives including but not limited to summer internship program, college mentorship programs, WPY Coalition, and Wrap Around Waltham
- Be an active member of the Club Leadership team

Safety:

- Demonstrate leadership to assure conduct, safety, and development of members
- Supervise youth participants ensuring their health and safety
- Maintain equipment and supplies in working order and instruct others to do as well
- Oversee member behavior reports and improvement plans
- Ensure staff complete mandatory safety and compliance trainings

Organization:

- Participate in the development, implementation and monitoring of Club's annual budget, ensuring that Club-wide programs and activities are operating within established budgetary guidelines
- Oversee proper record keeping and reporting including activities and events, breakdowns of daily participation, notable achievements, and any problems/issues
- Increase visibility of Club programs via seasonal brochures, posting of daily schedule, announcements of upcoming events, and the dissemination of timely information for development of advertising and promotion through mailing, flyers, and media releases

Other Duties:

- Oversee special programs and/or events (i.e. Club Thanksgiving Event, Holiday Party, vacation week programs, and Awards Programs), and/or participate in the implementation of other activities as necessary.
- Assist in the execution of Club Fundraisers (i.e. Annual Gala, Capital Campaign, etc.)
- Attendance and active participation in organization-wide meetings, programs and events.
- Transporting youth to off-site activities in passenger vans.
- Perform other assignments as designated by the supervisor in order to facilitate the most effective service to members, program participants, and the community.

SKILLS/KNOWLEDGE REQUIRED:

- Direct experience developing and delivering a wide variety of programming and support services for teens
- Knowledge of trends in recreational activities community service, and leadership activities for teens
- Strong interpersonal and communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Ability to work with youth and families from a variety of backgrounds
- Ability to motivate youth and manage behavior problems.
- Flexibility to work Club hours as seasons and service needs change

ADDITIONAL REQUIREMENTS:

- Required to drive Club van: 21 years of age, valid Massachusetts Driver's License, and clean driving record
- Four year degree in a related field from an accredited college or university.
- A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- A minimum of two years work experience in a Boys & Girls Club or similar organization supervising and managing full-time staff.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Must have a valid driver's license, CPR and First Aid Certifications or willing to obtain within first 90 days
- Experience with: Teen programming, Licensed Camp Program, STEAM Programming
- Bi-lingual (Spanish English speaking) a plus
- Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check.

CONTACT INFORMATION:

Waltham Boys & Girls Club

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