



TITLE: Middle School Coordinator (Middle School)

REPORTS TO: Director of Program Operations

STATUS: Full Time Non- Exempt

SCHEDULE: School year: Mondays 10:00-6:00; Tuesday- Friday 11:30-7:00 pm

Annual Salary: \$26.44 hourly rate up to 40 hours/week

Eligible for overtime with prior approval

PRIMARY FUNCTION:

Middle School Coordinator will be responsible for the growth and development of the day-to-day operations for Middle School programming within the Waltham Boys & Girls Club. The Middle School Coordinator will deliver a broad range of activities and programs geared specifically for 6-8 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 Middle School Program. The Middle School Coordinator must be passionate about our mission, aligned with our core values, and can thrive in a fast-paced and youth-centered environment.

WBGCC CORE VALUES:

- **Equitable Inclusive Community** - We believe in the presence and celebration of differences that enrich our organization, including ALL identities. We are committed to fair treatment, access and opportunity for all, where individuals are never at a disadvantage because of their identities.
- **Continual Growth** - We recognize and appreciate that learning and growth are a never-ending process for individuals and our organization. We challenge each other to strive for excellence and to continually be both teachers and students.
- **Empathy and Respect** - We believe in treating all people in a courteous and respectful manner. We strive to be active listeners and to try to understand before seeking to be understood.
- **Fun and Joy** - We believe that a fun focus should be interwoven into everything that we do. We treasure the power of play and its ability to create authentic expressions of freedom, joy, and happiness.
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KEY ROLES (Essential Job Responsibilities):

Youth Development:

- Member outreach, enrollment and engagement
- Plan and oversee the administration of club-wide middle 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 middle 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 Middle School Assistant to innovate new programming and strengthen existing programs
- Hands on program coverage as needed in each area

Leadership:

- Facilitate weekly supervision; Facilitate and lead weekly Cohort meetings
- Supervise and support 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 as well
- Oversee member behavior reports and improvement plans
- Ensure staff complete mandatory safety and compliance trainings

Leadership:

- Support, coach and provide feedback to staff
- Facilitate and lead weekly Cohort and Supervision meetings with staff
- Discuss collaboratively with supervisees performance review goals
- Ensure OST staff trainings are relevant, timely and completed based on requirements
- Represent the organization well to the community and state licensing bodies
- Assist in EEC orientation of new educators

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.

ENVIRONMENTAL AND WORKING CONDITIONS-PHYSICAL AND MENTAL REQUIREMENTS:

Environmental and Working Conditions:

Work is conducted in a Club setting, indoors and outside.

Physically able to lift, bend, stoop, climb and reach.

Physical and Mental Requirements:

Demonstrated ability to: Maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day activities.

Staff Signature

Date

Supervisor Signature

Date