



## **Boys & Girls Club of Greater Billerica**

### **Site Coordinator**

**Pay Range:** \$20.00 to \$23.75 - Commensurate with experience

#### **Position Summary:**

The Site Coordinator plays a key role in the leadership, coordination and management of daily operations at our school-based elementary sites. This includes program coordination, behavior management, EEC compliance, professional development and staff leadership and management. This is a full-time position with benefits year-round.

The Site Coordinator oversees a school site of the Boys & Girls Club of Greater Billerica's after-school licensed childcare program, Fun Club. The position is full-time at 32.5 to 34.5 hours per week during the school year and 40 hours in the summer. The role is responsible for leading a staff of 5-7 and overseeing the daily operations for the program of 65-86 youth. Must be available afternoon and evening hours during the school year and full-day during summer.

#### **Essential Duties and Responsibilities:**

- Create a welcoming and inviting environment for children and families that reflects Boys & Girls Club values.
- Lead the site staff, giving direction to group leaders and assistant group leaders.
- Update and maintain member lists (allergy, medical, custody, swim, photo, etc.), review and post monthly.
- Develop and distribute thorough and professional progress reports for members. Ensure parents receive a copy and are given the opportunity to discuss further.
- Grow & maintain a positive relationship with all parents, guardians and those who pick up the children.
- Build an environment of cohesion among Childcare team, be willing and able to provide performance feedback to staff regularly.
- Demonstrate professionalism and serve as a positive role model to your team.
- Draft, implement and submit weekly curriculum guides to School Age Childcare Director.
- Ensure shared spaces are always kept in an orderly and professional manner as well as equipped with adequate supplies.
- Develop and maintain strong relationships with school department personnel.
- Maintain attendance and information through MyClubHub and member records are on the EEC checklist.
- Create monthly snack calendar and ensure appropriate servings.
- Draft and post weekly social media documentation of activities and achievements and bimonthly reflective newsletters highlighting site specific activities.
- Input and ensure children's attendance records are maintained properly.
- Responsible for maintaining a positive behavior management system.
- Oversee the on-boarding and orientation of new staff.
- Conduct and debrief bi-monthly observations of staff.

- Organize, facilitate, and document monthly staff meetings to ensure program success.
- Manage, train, support and evaluate assigned staff.
- Attend weekly staff meetings to share ideas and stay up to date on policies and procedures.
- Maintain personal professional development requirements to demonstrate professional growth.
- Contribute to a positive and cohesive work environment.
- Other duties as assigned by School Age Childcare Director.

#### **General BGCGB Expectations:**

- **Healthy Behavior Modeling** – Teaching youth/teens the importance of living an active, healthy lifestyle is a BGCGB priority. As a result, all staff is expected to model healthy behavior while working with our members.
- **Inclusive Environment** – BGCGB values creating child-friendly environments, where youth/teens of all abilities can be successful and participate. BGCGB expects employees to embrace its focus on inclusion of all members, regardless of disability or developmental challenge.
- **Continuous Learning** – Building the capacity of staff is central to BGCGB. The organization encourages and requires that all staff participate in annual professional development opportunities that continue to cultivate their skills in the youth development field.
- **Safe Spaces** – Every staff member shares the responsibility for ensuring BGCGB is, and remains, an environment free of sexual, physical, or emotional abuse.

#### **Position Requirements (Education, Experience, Knowledge, Skills, Abilities, Work Demands):**

- **Minimum of 20 years of age.**
- **Must meet EEC Site Coordinator qualifications.**
- Direct experience developing and delivering developmentally appropriate programs and activities for children ages 6-12; experience in school-age programs and/or out-of-school-time settings required.
- Minimum one-year supervisory experience.
- Must be or become CPR / First Aid certified or be willing to take class at hiring.
- Strong interpersonal and communication skills required.
- MS Office competency preferred.
- Ability to work with youth and families from a variety of backgrounds.
- Ability to work independently and as part of a team.
- Flexibility to work clubhouse hours especially as seasons and service needs change. (Summer Camp, school vacation weeks, etc.)