



**BOYS & GIRLS CLUB**  
OF THE WEST VALLEY

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**CLUBHOUSE COORDINATOR**

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**PERFORMANCE PROFILE SOURCE:** Management Supervisory Professional

**DEPARTMENT:** Operations

**REPORTS TO:** Elementary Services Director

**LOCATION:** Gary M. Thomas Clubhouse

**FLSA STATUS:** Part-time Non-Exempt **SALARY RANGE:** \$20-22/hour- up to 30 hours a week

**PRIMARY FUNCTIONS:** Responsible for the management, administration, and execution of a high-quality Club experience with safety of our members at the forefront of all planning. Coordinate, manage, and evaluate all programs and activities in the five core areas. The primary focus is for comprehensive, outcome-driven programs, and service delivery with the aim of promoting and stimulating program participation to fulfill grant goals to serve up to 120 members. The Coordinator will provide supervision and manage youth and volunteers; provide supervision and training of direct reports and conduct staff observations and evaluations for continuous quality improvement in partnership with the BGCWV Elementary Services Director. Coordinator will oversee the usage of facilities and is responsible for communicating maintenance and safety needs with the Child and Club Safety Director. The Coordinator is responsible for maintaining the site's budget based on the ADA. Special emphasis should be placed toward the concepts of leadership.

**KEY ROLES:**

*Serve as a Club Team Member and Youth Mentor*

1. Participate in all required and recommended Club training and staff meetings.
2. Serve as an adult mentor to all Club youth.
3. Serve as a champion for a high-quality Club Experience for all members.
4. Leads professional development workshops and training for other Club staff across the organization.
5. Actively collaborate by providing support and resources to the Elementary Services Director and other organizational leadership.
6. Actively participate in all required site visits, conference calls, group training, meetings, and professional development opportunities detailed by Boys & Girls Clubs of the West Valley.

*Leadership*

1. Collaborates in the creation of monthly program calendar, activities, and service opportunities that ensure youth are prepared for success by creating a club environment that facilitates the achievement of Youth Development Outcomes.
2. Ensures a safe and positive environment, ensuring facilities, equipment and supplies are maintained, replaced, and discarded appropriately.
3. Leads the efforts of all stakeholders in the after-school program (school administration, staff, counselors, program partners, and volunteers), by providing a structure for regular weekly communication between collaborative partners and ensuring that the roles of each are clearly defined and documented.

4. Offers an after-school program schedule that has a wide variety of activities that include academic enrichment, educational enrichment, and physical education daily.
5. Assists with the recruitment, hiring, and training process of staff to ensure the most qualified staff for the after-school program, evaluating staff performance on a regular basis, providing staff with professional development opportunities, and holding regular weekly and monthly staff meetings for all direct service staff to discuss the overall vision and development of the program.
6. Advises Elementary Services Director of all changes to site personnel and program design.
7. Responsible for timely and accurate completion of all daily attendance and reporting (daily count/MTS/sign in and out sheets).
8. Compiles monthly reports reflecting all activities (programs, special vendors, etc), attendance (sign-in/-out sheets), and participation at the site.
9. Ensures that all members have a sense of belonging, that they feel recognized and safe.
10. Responsible for decorating the physical spaces in our Clubhouse on an ongoing and consistent basis as this is an important part in setting a welcoming environment for youth.

#### *Strategic Planning*

1. Develop and document clearly defined, measurable goals that are identified from a needs assessment of student and community needs, and communicate these goals to all program staff and partners.
2. Works collaboratively with the Elementary Services Director to plan, develop, implement and evaluate the overall services and activities to ensure the unit is operating within budget.
3. Works collaboratively with the Elementary Services Director to implement and evaluate the overall programs and activities.
4. Implement the comprehensive Emergency Operations Plan for the after-school program.

#### *Resource Management*

1. Assists in the management of financial resources. Controls expenditures against budget.
2. Collaborates with Membership Coordinator to ensure that each program enrollment form is properly completed and reviewed before a member begins participation in the program.
3. Maintains a pupil-to-staff member ratio of no more than 20:1 (1st-5th grade) and 10:1 (TE, TK and Kindergarten).
4. Ensures that each member receives a healthy, nutritious snack that conforms to nutrition standards as established by the USDA's National School Lunch Program (NSLP).

#### *Partnership Development*

1. Develops partnerships with parents, community leaders, and other community-based organizations to maximize member participation.
2. Seeks contributions (i.e. in-kind, pro-bono, and leveraged resources) to the program including staff, volunteers, non-school facilities (as appropriate), equipment, and supplies, community partners, and other resources in partnership with BGCWV Community Relations Manager.
3. Participates in all evaluation activities, which includes the collection and submission of required data for grant reporting purposes.

#### *Marketing and Public Relations*

1. Develops and maintains public relations to increase the visibility of programs, services, and activities within the Club and the community.
2. Collects input from students, families, school administrators/staff, and community partners to assess needs and solicit feedback to encourage program improvement.

#### **ADDITIONAL RESPONSIBILITIES:**

- Required to drive a Club vehicle.
- May be required to work some weekends and evenings.

**RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer) to receive/provide information, discuss issues, explain guidelines/instructions; and advise/counsel etc.

**External:** Maintains contact with the external community which includes and is not limited to the Community Partners, groups, schools, members’ parents, and others to assist in providing a high-quality Club experience.

**SKILLS/KNOWLEDGE REQUIRED:**

- College degree in the area of child development, business, communication, counseling, or psychology preferred.
- Experience in a leadership position.
- Experience supervising and evaluating others.
- Ability to deal with the general public.
- Strong communication skills, bilingual preferred (Spanish).
- Ability to organize event planning and coordination knowledge/experience.
- Ability to multitask, effectively manage time, and complete multiple projects
- Valid State Driver's License
- Knowledge and/or experience with computers and technology
- Must provide proof they are fully COVID vaccinated, provide a TB test, be first-aid and CPR certified

**DISCLAIMER:**

You must be able to lift boxes up to 50 lbs. set up and breakdown booth at events. You are provided with a laptop, cellphone, and a workspace at the site.

Print Name: \_\_\_\_\_  
Staff Date

Signed by: \_\_\_\_\_  
Staff Date

Approved by: \_\_\_\_\_  
Senior Director of Operations Date

For Office Use Only		
Hire Date: _____	Hire Rate: _____	30-day evaluation: _____
Approved by: _____		
CEO		Date
Entered into BBSI: _____		
HR Manager		Date