



## **Job Description**

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**TITLE:** SITE COORDINATOR, SCHOOL SITE

**DEPARTMENT:** Administration

**REPORTS TO:** Director of Operations

### **NON-EXEMPT**

#### **PRIMARY FUNCTION:**

Directs/manages overall daily operations of the designated school site with the primary concern for programs and service delivery, supervision and training of staff, community relations and membership administration.

#### **Requirements:**

- The successful applicant will have a bachelor's degree from an accredited college or university or equivalent experience. A minimum of three years' work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Demonstrated ability in personnel supervision, and the recruitment and retention of key personnel.
- Proficient in Microsoft Office and Internet usage.
- Strong communication skills, both oral and written.
- Ability to recruit, train, supervise and motivate staff.
- Strong interpersonal and communication skills with demonstrated capacity to be a team player.
- Ability to deal effectively with members including discipline problems.
- Working knowledge of budget preparation, control and management.
- Knowledge of community social services organizations.
- Knowledge of principles and practices of management, organization, supervision and training.
- Ability to relate effectively with parents and community.
- Demonstrated ability in working with young people, parents, school personnel and community leaders.
- Ability to collect and interpret data.
- Ability to prepare weekly reports as required.

#### **KEY ROLES:**



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- Establishes site programs, activities and services that prepare youth for success and create a Club environment that facilitates achievement of Youth Development Outcomes.
- Ensures a healthy and safe environment, ensuring facilities, equipment and supplies are maintained and kept in good working order.
- Ensures school site is running efficiently and programs are fun and engaging for all member.
- Maintains ADA of goal set by BGCL.
- Collaborates with school staff to ensure communication is clear and accurate.
- Oversees deliverables, staffing and tutors.
- Works with school site principal(s) ensuring all members and programs are fully engaged.
- Coordinates bus schedules
- Coordinates program schedules
- Oversees data collection of Kid Trax and other data as required.
- Compile regular reports reflecting all activities, attendance and participation.
- Ensures member files are complete with all required data and forms
- Plans program rotations and activities to ensure all are world-class.
- Develop partnerships with parents, school personnel and community to promote and offer exceptional programs for its location.
- Work with vendors to recruit services for afterschool program.
- Be a liaison between families and staff when problems arise. Exercises authority in problems relating to members; utilize guidance and discipline plan.
- Submit purchase of supplies and equipment to Director of Operations.
- Communicate regularly with staff about parents and families ideas and concerns.
- Work with staff on specials events.

### *Relationships*

**Internal:** Maintains close, daily contact with Club staff to interpret and explain organizational mission, program objectives and standards. Discusses issues and provides/receives feedback. Has regular contact with members to discipline, advise and counsel.

**External:** Maintains contact with members' parents to resolve problems and external community groups to publicize Club.



**BOYS & GIRLS CLUBS**  
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### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Physical requirements include some physical exertion such as lifting, stretching and bending in a school/Club setting and can include sitting and standing for long periods. and will require interaction with youth 6-18 and can be noisy at times.

### **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.