

**GREAT FUTURES START HERE.**



**Position:** Enrichment Program Coordinator (EPC)

**Organization:** Boys & Girls Clubs of Central Georgia (BGCCG)

**Position Locations: (5 vacancies)** 3 in Macon, GA; 1 in Forsyth, GA and 1 in Metter, GA EPC positions are funded through federal grants and may be discontinued upon expiration of some or all funding.

**Pay Rate:** \$29,700 (Full-time)

**Normal Work Schedule:** Generally, Monday-Friday, 10:00a.m. – 7:00 p.m. (some weekends and/or adjusted hours may be required)

## **PRIMARY FUNCTION**

Under the leadership and supervision of the Clubhouse Director, Enrichment Program Coordinators (EPC) plan, supervise, and lead structured social, emotional, and mental health activities. EPC's supports the Club Director in implementing all areas relevant to the 3 (three) core program areas of: (1) Academic Success; (2) Good Citizenship and Character; and (3) Healthy Lifestyles that are designed to support and empower youth, ages 6- 18, to excel in school, become good citizens, and lead healthy, productive lives.

## **PRIMARY RESPONSIBILITIES**

### **Youth Development**

- Help develop, plan, execute and supervise a diversified youth development program consistent with the goals and objectives of the organization, as approved by the Club Director and/or Senior Leadership.
- Establishes, conducts and/or facilitate special programs to meet the social, emotional, and mental health needs of the Club's members.
- Provides counseling and follow-up on individual members as necessary and identify member's individual social, emotional, and mental health needs.
- Promotes and stimulates participation in Club membership, including the promotion and coordination of inter-departmental activities and special events.
- Plan, organize and conduct programs utilizing community resources.
- Maintain discipline and acceptable behavior of members within the Club, with the ability to distinguish when time to discipline and time to counsel members (use good judgment).
- Maintain accurate records of activities, programs, and members in prescribed manner and meet respective administrative deadlines.
- Maintain and operate programs in accordance with the standards of the organization.

### **Clubhouse Safety**

- Maintain a clean, organized, and safe work environment, adhering to COVID-19 safety policies.
- Set clear boundaries for Club members by enforcing Club rules and policies.

- Continually monitor and supervise the safety and behavior of all Club members.
- Supervise snack and meal service at club.
- Recommend requisition of supplies and equipment.
- Assist in the supervision of the care, maintenance and cleanliness of equipment, building, grounds, and organization's vehicle (when checked out).
- Administer first aid if necessary.

### **Part-Time Staff Supervision**

- Provides leadership to part-time Club staff for better understanding and needs of the individual member. • Maintain clear communication about schedules and lesson plans with part-time staff. • Provide continuous guidance and coaching to part-time staff.
- Assists in planning, coordinating, scheduling, supervising, recruitment and orientation of program staff and volunteers.
- Assist in conducting regular staff meetings as well as periodic volunteer meetings. • Assist in evaluating program staff, volunteers, programs. and activities.

### **Professionalism**

- Plan and adhere to the Clubhouse schedule.
- Accurately track program attendance and outcome.
- Complete assigned tasks on time with minimal supervision.
- Attend and make a positive contribution to team meetings and staff trainings.
- Maintain smooth flow of communication with other staff and volunteers.

### **REQUIRED SKILLS**

- Abilities includes Walking; Talking; Hearing; Sight; Standing; Sitting; Bending; Pushing & pulling; Use of hands/fingers to handle or feel; Lifting – occasionally required to bend and lift/move items up to 50 pounds.
- Skills essential for successful communication include speaking, writing and good listening. • Ability to stand for long periods of time.
- Ability to be creative with programs, members, room décor, etc.
- Ability to work equipment (copier, DVD, computers, security equipment) in building that is used frequently.
- Skills for planning and initiating activities based on youth developmental needs.
- Ability to supply creative ideas and suggestions for new programs or methods for improving old ones. • Act as Volunteer Liaison as needed to schedule volunteers throughout the club as appropriate. • Manage grants, achieve deliverable and create reports.

### ***In addition to the specific professional job duties, all Program Coordinators must also possess***

- the ability to:*** • Access facility needs and perform janitorial duties, mopping, cleaning walls, bathrooms, etc. • Perform minor maintenance (change light bulbs, ceiling tiles, hanging posters, painting, and sports equipment).
- Move throughout activity area without disrupting youth traffic flow and activities. • Handle a variety of tasks at one time correctly.
- Recognize and react quickly to problems, challenges and quickly stop undesirable activity (arguing, fighting, horseplay, etc.).
- Supervise activity either inside or outside the Club.
- Assist children with homework.

- Work in any department within Club on an emergency basis, especially the game room at an acceptable performance level to maintain a safe environment.
- Drive organization vehicles, such as 15 passenger vans, minibuses, etc.
- Communicate in person, on the telephone and in print.
- Take members on field trips and provide direct supervision of assigned members at places like museums, zoos, water parks, workplace, and college tours, etc.
- Work in non-air conditioned or heated facilities and provide supervision such as on outdoor playgrounds. • Immediately correct safety concerns, (water on floor, equipment not stored correctly, doors left unlocked, etc.)
- Answer telephone and communicate with caller in a professional and effective manner. • Pick up needed supplies from stores and bring to Club when necessary.

## **EDUCATION/EXPERIENCE**

- Bachelor's Degree preferred; however, significant experience may be acceptable, with a minimum of four years' experience in a full-time position working with children.
- A safe and clean driving record, and valid Driver License is required and must be maintained. • Certificates of First Aid and CPR are required or the ability to obtain in the future.
- Must pass pre-employment background check (fingerprints), drug screen, EOE, and E-Verify

### **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. Other duties assigned as needed.

### **How to Apply**

Submit resume with cover letter expressing your interest to [info@bgccg.org](mailto:info@bgccg.org) . Please indicate city location preference. Resumes accepted through August 6, 2021, with anticipated start date of August 16, 2021.