



Title: Program Coordinator

Reports To: Program Director

Status: Non-Exempt, Full Time 35-40 Hours

Compensation: \$16-18 per hour plus benefits

ABOUT US:

The Boys & Girls Clubs of Sonoma Valley is a mission-driven, forward-focused organization committed to partnering with schools and other community organizations to provide youths 6 – 18 years of age with positive opportunities to learn and succeed.

JOB DESCRIPTION:

Under the direction of our Program Directors, this position will support our club programs for elementary, middle school and or high school youth.

Program Coordinator provide direct service to our club members in grades K-12. Qualified candidates will be passionate about youth development, possess special skills or interests that they are enthusiastic to share with our members, such as artistic or athletic abilities, and have experience working with middle or elementary school aged youth.

DUTIES AND RESPONSIBILITIES:

- Design, develop and lead activities and projects for children in K-8
- Support distance learning- This includes ensuring members are on track with daily school programming, communication with teachers, and end of the day check in with the members to ensure work was completed.
- Ensure all COVID guidelines are adhere to
- Develop engaging programs that support core programing of BGCA- Healthy Life Style, Good character & citizenship, and academic success.
- Develop and implement child-centered, project-based inquiry-driven curriculum
- Set goals and help in designing impact assessment tools for programs
- Collaborate with partners on school and after school program alignment
- Support the Program Director with day to day program and club oversite.
- Maintain and update records of programs, implementation and outcomes
- Assist with other programs as needed and perform other duties as assigned
- Develop and maintain a strong partnership with school staff, and parents
- Adhere to Boys & Girls Clubs philosophy
- Create a positive work atmosphere of teamwork
- Support BGCSV events, initiatives, and general organizational needs



- Collaborate and share lessons learned with other team members across the organization
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- High School Graduate
- Flexible and patient
- Basic understanding of various stages of child development
- Ability to pass the Sonoma Valley Unified School District's instructional aide test with a 70% or better
- Ability to pass a DOJ fingerprint clearance (if 18 or older) and provide a negative TB test.
- Complete and Pass mandated reporter training
- Available to work between 8am-4pm, M-F

RECOMMENDED QUALIFICATIONS:

- Previous experience working with young children in a group setting
- Able to program a variety of activities for children ages 6-18 years
- Ability to be certified in CPR and First Aid
- Bilingual a plus

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described to do the job. Rather, they are intended only to describe the general nature of the job.

Employment with the Boys & Girls Clubs of Sonoma Valley shall be "at will," and either the Club or the Employee may terminate the employment relationship at any time, with or without cause. This "at will" employment may not be changed except in a writing signed by both the Employee and an authorized representative of the Club.