

Boys & Girls Club of San Marcos
POSITION ANNOUNCEMENT

Position: Program Coordinator
Status: Part-time, Non-Exempt
Application Deadline: Tuesday, July 27, 2010
Position Start Date: Monday, August 16, 2010
Starting Salary Range: \$11.00-\$14.00/hour, 25-35 hours/week
Required Availability: Monday - Friday 11:00 a.m. - 7:00 p.m., some weekends

Job Summary:

The Program Coordinator is responsible for providing mentorship to youth members, which enables them to develop self confidence and reach their full potential as responsible, caring citizens through ensuring proper implementation of Boys & Girls Club National Programs, Local Initiative Activities, ASSET, and Special Events at their designated site. Responsible for data collection, Club marketing, maintaining confidentiality, safety, and supervision of members and Youth Development Professionals.

Requirements:

Skills/Knowledge:

- Knowledge of youth development, the Boys & Girls Club movement, or similar concepts.
- Ability to organize, supervise, and discipline youth members and staff in a safe environment.
- Spanish speaking skills preferred.

Education:

- High School Diploma or GED.
- Completed some college course work preferred.
- Must meet the requirements of an Instructional Aid in the San Marcos Unified School District.
- Meet Staff Training requirement of at least 4 hours and 2 training every 6 months.

Experience:

- Work experience with a Boys & Girls Club or other youth serving organization.
- Minimum of 3 years of experience in working with children.

Other:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Speak clearly and hear normal conversations as well as out of the ordinary noises.
- Sit or stand for four plus hours per day.
- Stoop, bend, climb, and walk frequently.
- Lift up 10 to 40 pounds.
- No tuberculosis - doctor verified

How To Apply:

Submit Resume with Cover Letter to Matt Robins, Interim Director of Operations, Boys & Girls Club of San Marcos, mrobins@webcc.net