



Position Description: Site Coordinator

We Believe: Children are the most important people in our community.

Who YOU are: Strong leader, team builder, youth development advocate

Who WE are: A dedicated team at the forefront of youth development, improving the lives of young people in Sheboygan County

The Site Coordinator oversees all daily program operations to ensure a safe and positive Club environment for elementary age youth. The Site Coordinator is someone who is:

- Experienced in working with youth
- Highly organized and detail oriented - yet flexible
- Able to effectively communicate with kids, families, and teammates
- Comfortable working with a sense of urgency
- Ready to roll up their sleeves and jump in when needed

The Site Coordinator must excel at program planning and have a solid understanding of youth development and behavioral management for elementary age kids.

Primary Responsibilities

Program Development & Implementation

- Plan fun, engaging programs and activities for elementary-age youth
- Ensure program content is relevant, safe, inclusive, and supports program goals
- Model outstanding program delivery for other staff
- Evaluate programs and recommend modifications to achieve desired outcomes and respond to member needs and interests
- Oversee the application of the Boys & Girls Club Behavior Management approach, coaching staff and leading by example

Health, Safety, Facility

- Oversee daily program operations to ensure activities run efficiently and on schedule, with appropriate staff/member ratios
- Ensure a clean, healthy, and safe environment is established at the start and end of each day
- Recommend and process requisitions for program supplies

Leadership

- Manage the day-to-day activities of assigned volunteers, provide ongoing feedback, identify and support development opportunities within BGCSC
- Assist with staff and volunteer training to support program requirements
- May provide supervision and oversight to staff in the absence of the Unit Director

Additional Eligibility Qualifications

- College degree in a related field (preferred)
- Minimum of two years experience in planning and implementing youth programs (required)
- Mandatory CPR and First Aid Certifications (will train)
- Must possess a valid state driver's license
- Computer and software literacy