



BOYS & GIRLS CLUBS OF ST. CHARLES COUNTY

Community Impact Coordinator

Full time – exempt position

Reports to Director of Resource Development

Based in Administration Office, Boys & Girls Clubs of St. Charles County, 1211 Lindenwood Avenue, St. Charles, MO 63301; does require travel to other Club units

Salary range of \$36,000-\$41,000 based on experience and education; position includes health benefits

Position Duties & Responsibilities

- Builds relationships with community influencers and "gatekeepers" to venues/events where BGCSTC can promote their services.
- Assists with special projects, events, and community engagement efforts. This includes volunteer and staff oversight at both on-site and off-site locations.
- Volunteer management to include required forms, training, onboarding, and data collection.
- Staff lead on key community events hosted by the Clubs including but not limited to: Back to School Bash, Trunk or Treat, and Great Futures Lunch.
- Direct oversight of key pre-teen and teen Club programs including but not limited to: ACT Prep, Youth of the Year, Torch Club, and Keystone Club with collaboration from Unit Leadership.
- Participates in volunteer and staff recruitment events and engages with the community at large as needed.
- Serves as organization representative at select community events and activities.
- Coordinates monthly mobile food market with Community Health.
- Manages all aspects of preparation for volunteer meetings and events which include assembling materials, track attendance, data entry in CRM, meeting set up/tear down, and other logistics.
- Supports programs and activities to secure funding from individuals, corporations, and other stakeholders to include special events, annual campaigns, and other Club activities.
- Gathers information and metrics for grant applications and reports related to volunteer engagement, corporate partners, teen and pre-teen programs, and service projects.
- Works with unit staff to support programming needs.
- Compiles supporting information related to specific grant applications and reports from both internal and external sources as needed.
- Assists with training and development programs for employees and volunteers.
- Performs other duties as required.

Knowledge, Skills and Abilities Required:

- Ability to meet deadlines consistently and effectively
- Ability to work independently and productively in fast-paced environments
- Organizational and record keeping skills are essential
- Experience with Microsoft Office, CRM databases, and member management systems

- Easily engages with a wide variety of people
- Personable, professional individual with strong communication skills, both oral and written
- Ability to advance the Club's direction
- Polished presentation and interpersonal skills
- Sound problem solving and decision-making skills
- Ability to manage multiple projects simultaneously

Educational/Experience Requirements

- BA/BS preferred
- Job-related experience, such as teaching/coaching, community engagement, working in a school setting with pre-teens and teens, volunteer management or team leadership
- Not for profit experience a plus
- Willingness to flex hours to accommodate the needs of the job

Other

- Able to lift and carry 25-50 lbs and stand for extended periods of time
- Some weekends and evenings will be required with advance notice
- Reliable transportation, valid driver's license, and automobile insurance
- Willingness and ability to obtain a Class E license to drive Club vans as needed
- Willingness to complete background and reference checks

The information presented indicates the general nature/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 and responsibilities required of employees assigned to this job. BGCSTC is an Equal Opportunity Employer (EOE).

To apply go online to <https://www.bgcstc.org/get-involved/careers> and download the application form and background check form. Once completed, these forms along with a resume and cover letter should be emailed to Aleisha Mulnix, Director of Resource Development at amulnix@bgcstc.org