

## GREAT FUTURES START **HERE.**



### **Unit Coordinator – Full Time**

For more than 60 years, Boys & Girls Clubs of St. Charles County (BGCSTC) has enabled young people to achieve great futures as productive, caring, responsible citizens. BGCSTC provides a safe place, caring adult mentors, fun, friendship, and high-impact youth development programs daily during critical non-school hours.

#### **Position Overview:**

Boys & Girls Clubs of St. Charles County is looking for an energetic and responsible employee to coordinate the programs at the O’Fallon Unit location at 1 Club Way, St. Peters, MO 63376.

**Direct Supervisor:** Unit Director

#### **Key Responsibilities:**

##### *Youth Development*

- Learn and implement nationally recognized programs while promoting program participation.
- Provide supervision, guidance, and act as a role model to Club members and staff.
- Assist with training new Youth Development Professionals.
- Support Club’s Workforce Readiness and Education Programs specified by the BGCA including Youth of the Year.

##### *Operations*

- Create and disseminate weekly program schedules to ensure all programs are implemented in compliance with grant guidelines.
- Adjust program schedules and/or staffing based on attendance, grant deadlines, and events.
- Oversee staff and member ratios and adjust as needed.
- Collaborate with Unit Director to create weekly staff schedules to support programs, transportation, and facility use.
- Communicate with staff on consistent basis.
- Actively engage with members and staff to support positive lessons and programs.
- Ensure accurate attendance is entered into tracking system each week.
- Support grant tracking requirements as needed to ensure all data is collected and reported.
- Maintain parent and member relationships.
- Represent Club at a designated community group.
- Work daily schedule of set hours (based on Club hours) with the understanding that there may be a need for some weekends or evenings to support special events with advance notice.
- Assume other duties as assigned by a supervisor.

##### *Building & Grounds*

- Oversee facility rentals to include contracts, payments, and staff and supply needs.
- Coordinate with Unit Director and Community Impact Coordinator to schedule and support community volunteers.
- Coordinate with Unit Director and Front Desk Coordinator in opening and closing the building each day.

**Position Requirements:**

- Must have successfully completed 90 day BGCSTC introductory probation
- Obtain CPR/First Aid and Child Abuse certifications
- Must be flexible and adapt to changes in the work place
- Willingness to attend and participate in professional development training
- Show initiative in learning or job development
- Ability to transport members using Club vehicles
- Willingness to get Class E License

**Qualifications:**

- Previous experience working with at-risk youth.
- Previous experience managing diverse program areas and diverse staff.
- Previous experience with data collections processes for grant tracking
- Associates degree in administration or nonprofit management, or equivalent.

*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).*