



## Health & Life Skills/Education Coordinator

**DEPARTMENT:** Program

**REPORTS TO:** Club Director

**FLSA:** ( ) Part-Time (X) Full-Time ( ) Exempt (X) Non-Exempt

**PRIMARY FUNCTION:**

- Oversee the operation of all education and special initiatives projects and programs. Plan, implement, supervise, and evaluate the education and special initiatives programs under the direction of the Club Director.
- Implement Project Learn in all areas of the Club, train other staff members in the Project Learn strategy.
- Establish and maintain rapport with school administrators, teachers, counselors and parents to ensure the success of Project Learn.
- Develop and maintain relationships and collaborations with organizations that can provide advice, direction and support to the organization's educational initiatives.
- Oversees the operation of all SMART Moves programs and Health programs. Plans, implements, supervises, and evaluates all SMART Moves and Health programs under the direction of the Club Director.

**KEY ROLES (Job Responsibilities):**

*Prepare Youth for Success*

1. Develop and foster a positive climate for youth development based on the mission and goals of the Boys & Girls Clubs of America. Ensure that youth actively participate in a variety of health and life skills, educational, and technology programs and activities; seek advice and guidance from staff about problems; and receive care, respect and recognition for their efforts.
2. Contribute to the planning and implementation of the strategic plan by:
  - Planning, organizing and implementing a variety of Health & Life Skills program services and activities for members and visitors.
  - Initiating new programs with the approval of the Director of Operations.
  - Promoting and stimulating program participation, welcome new members and participating in their orientation process.
3. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in staff meetings.
4. Conduct daily programs and activities that fosters youth(s) resistance skills towards drugs, alcohol and other illicit drugs, peer pressures and outside influences, provide the necessary, fundamental skills are youth need to make healthy life choices.
5. Provide one-on-one assistance to members who need individual guidance.
6. Ensure that members participate in daily noncompetitive environment; including special projects while promoting teamwork and fairness.
7. Create and adhere to the diverse curriculum provided by BGCA, including scheduling guest speakers and field trips. Recruit and train volunteers, collaborate with outside agencies in Cheyenne.
8. Publicize weekly schedules and special events through the use of bulletin boards, signs, and handouts.
9. Establish a system of recognition about members and their creative achievements.
10. Participate in Boys & Girls Clubs local, statewide, regional and national Boys & Girls Clubs special initiatives and programs.

11. Incorporate "learning" aspects in all programs and activities!
12. Prepare reports for the Club Director about activities and attendance and prepare other reports as required.
13. Ensure that all program supplies and equipment are needed to offer the best Education Program in Cheyenne while staying within the established budget.

#### *Health and Safety*

14. Ensure a healthy, clean and safe environment, supervising members in program area.
15. Manage your room or area and ensure a productive work environment is established, maintaining an inventory of all program equipment and supplies are in good order.

#### *Supervision*

16. Recruit, train and manage assigned volunteers; provide ongoing feedback; and identify and support development opportunities.
17. Prepare weekly reports for the Director of Operations about activities and attendance and prepare other reports as required.
18. Ensure that all program supplies and equipment are needed to offer the best Health & Life Skills, Education, and Technology Program in Cheyenne while staying within the established budget.

#### **ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. May be required to drive Club vehicle.
3. You may be required to work some nights and weekends.
4. Your program is an integral part of the overall Club program.

#### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems. All marketing and/or solicitations in the community must be approved by the Director of Operations.

#### **SKILLS/KNOWLEDGE DESIRED:**

- A minimum of two (2) years work experience in a Boys & Girls Club or similar organization planning and supervising prevention programs.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid state driver's license.
- You may be required to obtain a CDL license to operate our busses.
- Be a "team" player in order to reach our goals.

**PHYSICAL REQUIREMENTS: This is considered a light exertion position.** Work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. This position requires walking/standing to a significant degree; sitting most of the time while pushing or pulling arm or leg controls; or working at a production rate pace constantly as the stress and strain of a production rate pace can be physically demanding even though the amount of force exerted is negligible. This position requires sitting a good portion of the day, but involves walking standing for extended periods of time and walking at a brisk pace.

**DISCLAIMER:**

The information presented indicates the general nature and 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, responsibilities, qualifications and objectives required of employees assigned to this job. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the BGCCHEY may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the BGCCHEY is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will.

Signed by: \_\_\_\_\_  
Health & Life Skills/Project Learn Coordinator Date

Approved by: \_\_\_\_\_  
Club Director Date

Reviewed by: \_\_\_\_\_  
Chief Professional Officer Date