



BOYS & GIRLS CLUBS
OF THE GREATER SANTIAM
Serving Lebanon & Sweet Home

Position Title: 21st Century Community Learning Center (CCLC) Sweet Home Teen Center Coordinator

Wage: \$17-\$19/hour DOE; Multiple opportunities exist at multiple sites. Part-time, 30/hours a week

Reports to: Sweet Home Clubhouse Director

Position Description

This individual will be employed by the Boys & Girls Clubs of the Greater Santiam to deliver 21st CCLC programs and services for Sweet Home Teens at the Sweet Home Junior High. The primary purpose of this position is to plan, coordinate, and deliver a comprehensive out-of-school time program for students in compliance with the provisions of the 21st CCLC program grant. Each Site Coordinator will provide program activities, monitor students, and oversee staff and volunteers at their assigned site.

Duties and Responsibilities

- Plan, coordinate, and deliver 21st CCLC program for students at assigned site through collaboration with staff, students, parents/guardians, and identified community partners.
- Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, faculty, parents/guardians, and community members.
- Meets regularly with the principal, school day staff, and program partners.
- Engages in school day activities for recruitment, outside of CCLC hours, in order to build strong relationships within feeder schools.
- Works closely with and provides ongoing supervision to program staff.
- Facilitates regularly scheduled staff meetings and program debriefing times.
- Provides guidance and is responsible for program volunteers and ensuring compliance with BGCSS and school district processes.
- Schedules educational activities, programs, and events to support student academic success and enrichment as well as family engagement and support.
- Demonstrates understanding of and support for BGCSS core values and mission.
- Ensures that the program adheres to all BGCSS and 21st CCLC grant requirements.
- Monitors students' arrival and departure, assists with meals/snacks, academic support, and enrichment activities.
- Collects and monitors attendance records for students and staff.
- Ensures timely and accurate data entry and monitors data collection system in cooperation with the Program Director.
- Works with program and school day staff to provide consistent, proactive student behavior support; manages student behavior issues, takes appropriate action, and contacts families and Clubhouse Director as needed.
- Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
- Maintains the integrity of confidential information.
- Responds to questions and other information requests from families, students, staff, BGCSS, school personnel, and community members.
- Follows all safety rules and takes all reasonable precautions to provide a safe and secure environment for students and employees.
- Complies with professional development activities as required by the BGCSS and 21st CCLC grant expectations.

Qualifications, Competencies, and Skills

- *Education and/or Experience:* Bachelor's or associate's degree or equivalent in education, youth development, or related field of study preferred.
- *Interpersonal Skills:* Works well with others. Focuses on solving conflict. Maintains confidentiality. Listens to others. Remains

open to others' ideas. Contributes to building a positive team spirit.

- *Language Skills*: Demonstrable ability to read and interpret program communication and write effective staff and family communication and program reports. Ability to effectively present information and respond to questions from various groups and individuals.
- *IT*: Microsoft Office Suite required
- *Certificates, Licenses, Registrations*: Valid driver's license. Ability to provide reliable and safe transportation for job-related travel. Other certificates/licenses as determined by the district.

Preferred Qualifications, Competencies, and Skills

- Has prior experience in an educational or recreational setting in a school- or community-based organization. ● Has knowledge of or connection to the local community.
- Has a recommendation from program partners.

Working Conditions

Working conditions will vary depending on location – the position will be based out of the BGC GS Sweet Home Office(890 18th Ave), but will require work in all learning centers, district offices, schools, and more. Requires use of personal vehicle. Requires some standing and light lifting.

Salary

Wages are commensurate with experience, and a benefits package is included if hired for a fulltime position.

Hours

Hours vary depending on site and will require some evening and weekends.

How to Apply

Please submit a cover letter, resume and at least three references via email to Melissa Suing, Human Resources Director, msuing@bgcgratersantiam.org. **Include 21CCLC Site Coordinator in the subject line.** This position will remain open until a qualified pool of candidates has been identified.

BGC GS provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. BGC GS uses only job-related criteria in making decisions concerning applicants and employees.