



Part-Time Employment Opportunity

Openings at Various Locations
Work Schedule: 6:30 AM to 9:30 AM, Monday through Friday

Position Title:	Early Bird Program Coordinator	FLSA: Non-Exempt
Reports To:	Clubhouse Director	

Job Summary: Responsible for the delivery of one designated Clubhouse's Early Bird program. Plans, develops, implements, supervises, and evaluates Early Bird programs and performs related administrative duties.

Major Duties and Responsibilities:

1. Under the guidance of the Program Director, plans the administration of designated Early Bird programs and activities that support Youth Development Outcomes:
 - ◆ Establish Early Bird program objectives consistent with organizational goals and mission.
 - ◆ Provide day-to-day program activities in accordance with established standards and goals.
 - ◆ Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - ◆ Demonstrate leadership to assure conduct, safety, and development of members.
2. Establishes and maintains Early Bird program goals and settings that ensure the health and safety of members. Ensures that site staff understands and effectively communicates standards of program; that they ensure program areas are safe, well ventilated and well lit; and that equipment maintenance needs are promptly reported. Enforces and abides by Clubhouse rules, organization policies, procedures, and practices.
3. Develops and fosters a positive climate for youth development based on the mission and goals of the Boys & Girls Clubs of Las Vegas. Ensures that members actively participate in a variety of programs, seek guidance from staff, and receive caring, respect and recognition for their efforts.

4. Plans and implements Early Bird programs and activities. Evaluates programs on a continual basis and ensures programs/activities address the gender and cultural diversity of members.
5. Manages administrative functions for Early Bird programs and activities, including a USDA sponsored food program, within assigned resources. Performs proper record keeping and reporting including activities and events, conducted breakdowns of daily participation figures, notable achievements, any problems/issues, and as required by outside agencies that provide fee subsidies for members of low-income families. Implements programs within established budgetary guidelines and government mandates.
6. Requests program supplies. Completes bank deposits for Early Bird program. Secure cash, credit cards, and valuables at the close of each work shift. Ensures secure handling of cash at all times.

Additional Responsibilities:

1. May participate in the implementation of other Clubhouse activities as necessary.
2. Participate in the required operational functions of BGCLV special event fundraisers.
3. Transport members to and from school in club vans and/or walk members to and from school.
4. May consult with parents concerning member and Clubhouse issues.
5. May provide attention and direction to special needs children.
6. May be assigned other duties as requested by supervisor.

Relationships:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions, instruct and advise/counsel.

External: Maintains contact as needed with schools, members' parents, and others to assist in resolving problems.

Skills/Knowledge Required:

- ◆ Fifty credit hours of college level coursework in a related field (e.g., education, child development, recreation and leisure) from an accredited college or university. Official transcript is required.

- ◆ Three years progressively responsible work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- ◆ Proficient in Internet use and Microsoft Office.
- ◆ Strong organizational skills and attention to detail.
- ◆ Ability to deal effectively with multi-age children, small groups of children in activities and free play, and large groups of children in organized activities.
- ◆ Ability to handle multiple demands from several people.
- ◆ Ability to interact well with the public and co-workers.
- ◆ Ability to meet deadlines with severe time constraints.
- ◆ Demonstrated ability to take responsibility for the safety, well-being, and work output of others.
- ◆ Strong communication skills, both verbal and written.
- ◆ Group leadership skills, including an understanding of group dynamics.
- ◆ Demonstrated organizational, staff and project management abilities.
- ◆ CPR and First Aid Certifications.
- ◆ Bilingual (English/Spanish) preferred
- ◆ Valid food server Health Card issued by the Southern Nevada Health District.

Physical Requirements:

- ◆ Ability to sit, walk and stand for prolonged periods, and walk quickly on occasion
- ◆ Ability to bend or twist at the neck and trunk to supervise youth
- ◆ Ability to squat, stoop and kneel to access low level storage areas, cabinets and supplies, and to work with small children
- ◆ Ability to reach forward and above the head to access high shelves, supply areas, etc.
- ◆ Ability to grasp and hold a variety of items
- ◆ Ability to climb ladders and step stools for access to high shelves, decorating program areas & bulletin boards, etc.
- ◆ Manual and finger dexterity sufficient to produce a wide variety of projects.
- ◆ Ability to lift articles weighing up to 10 pounds from floor to waist, waist to shoulder, and shoulder to overhead for stocking shelves and other supply areas
- ◆ Ability to carry items up to 10 pounds
- ◆ Ability to work inside and outside, in temperatures above 100 degrees (seasonally/occasionally), on slippery surfaces and in inclement weather for brief periods of time (such as walking youth to school in the rain)
- ◆ Ability to work in confined spaces and/or cramped body positions such as closets and other storage areas
- ◆ Ability to work in loud noise areas with hearing protection, when needed, such as busy programs areas where many youth are assembled for activities
- ◆ Ability to see distant and close objects clearly and with good depth perception for supervision of youth
- ◆ Ability to hear conversations in both a noisy and quiet environment, and ability to tell from where a sound is coming
- ◆ Ability to discern differences among bells, buzzers, beeps, horns, etc.
- ◆ Ability to effectively communicate through speech

- ◆ Ability to occasionally work irregular or extended hours
- ◆ Ability to work with oils or petroleum products and chemicals such as solvents and degreasers
- ◆ Ability to work with certain types of gases, fumes, or sprays.

Driving Position: Must be at least 25 years of age, with valid Nevada driver license and good driving record in order to transport passengers as mandated by our insurance company. Occasional local and distance driving may be required.

Wage: \$10.50 per hour, No Benefits

***Fingerprint Background Checks & Drug Testing Required
As Conditions of Employment***