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BOYS & GIRLS CLUBS OF ST. CHARLES COUNTY

Unit Coordinator – Full Time Hourly

For almost 70 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 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 programs and staff at one of our Club units.

This is a full-time hourly position with pay based on education and experience. Club units are open each weekday in the afternoons and evenings during the school year and all day during the summer.

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.

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 special events. Oversee staff and member ratios and adjust as needed.
- Collaborate with other unit leadership to create staff schedules to support programs, transportation, and facility use.
- Communicate with staff on a consistent basis.
- Actively engage with members and staff to support positive lessons and programs.
- Ensure accurate attendance is entered into a tracking system each week.
- Support grant tracking requirements as needed to ensure all data is collected and reported.
- Maintain parent and member relationships.
- 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.
- Ensure Youth Development Professionals met expectations related to program implementation, classroom management, and safety.
- Coordinate with the Community Impact & Volunteer Coordinator to schedule and support volunteers.
- Coordinate with the Front Desk Coordinator in opening and closing the building each day.
- Assume other duties as assigned by a supervisor.

Operations (Continued):

- Understand the five key elements of youth development of Boys & Girls Clubs of America
- Must be flexible and adapt to changes in the workplace
- Willingness to attend and participate in professional development training
- Show initiative in learning or job development
- Ability to enter attendance and testing information as assigned
- Ability to work independently and support frontline staff through coaching and mentoring
- Ability to transport members using Club vehicles by obtaining a Class E license
- Obtain CPR/First Aid and Child Abuse certifications (paid for by the organization)

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
- Associate degree in education, administration, nonprofit management, or equivalent.

Hourly Range: $18-$21
Benefits: Insurance, PTO, Sick Leave, Retirement

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.

To apply:
Send cover letter, resume, and three (3) references to: adminunit@bgcstc.org with the subject line, "Unit Director."

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Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for jobs unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.