



**BOYS & GIRLS CLUB**  
of the Long Beach Peninsula

## Health & Life Skills/Education Coordinator

**DEPARTMENT:** Program

**REPORTS TO:** Unit Director/Executive Director

**FLSA:** (X) Part-Time ( ) 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 Unit Director.
- Establish and maintain rapport with school administrators, teachers, counselors and parents to ensure the success of BGCA programs including and not limited to Project Learn, Power Hour, Goals for Graduation and Club Tech.
- 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 Unit 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 Unit Director.
  - 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 foster 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 the area.
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 Unit Director about activities and attendance and prepare other reports as required.

*Health and Safety*

13. Ensure a healthy, clean and safe environment, supervising members in program area.
14. 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*

15. Recruit, train and manage assigned volunteers; provide ongoing feedback; and identify and support development opportunities.
16. Prepare weekly reports for the Unit Director about activities and attendance and prepare other reports as required.

**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, and 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 Unit Director.

**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 goal.

**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 BGCLBP may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the BGCLBP is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will.

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

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