



**Boys & Girls Clubs of Manatee County Job Posting:  
Program Coordinator at Daughtrey Elementary School Before-School Program**

This is a Part Time position for a collaborative program with the Kiwanis Club of Bradenton, Big Brothers Big Sisters of the Suncoast, and others in order to help struggling students achieve their academic goals and bring the school's overall grade up to par with State requirements.

This position will not exceed 7 ½ hours per week. The program runs from 7:00 am – 8:00 am on school days. To access the full job description please visit our website at [www.bgcmanatee.org/jobs](http://www.bgcmanatee.org/jobs).

**FUNCTION:** The Program Coordinator plans, implements, supervises and evaluates activities provided within a specific program area working with young people ages 5-13, such as Academic support.

**PRIMARY RESPONSIBILITIES AND ACTIVITIES: (not all-inclusive)**

- Create an environment that facilitates the achievement of Youth Development Outcomes.
- Ensure engagement, promote and stimulate participation, and consistent attendance of members enrolled in activities.
- Establish rapport with members and provide mentoring, guidance, role modeling to members and overall direction for their leadership development, artistic skills and academic progress
- Effectively implement and administer programs, services and activities.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality of programs and appearance of the Club at all time.
- Engaging members in activities successfully and provide a safe environment for members.
- Support members emotional and social development, encouraging understanding of others and positive self-concepts successfully.
- Plan and facilitate purposeful and engaging activities and group projects.
- Submit regular lesson plans, attendance sheets and other administrative duties.
- Maintains close, daily contact with Club staff and volunteers, Club members and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; collaborate; and advise/counsel.
- Mandatory cleaning, set up and close down of program area on a daily basis.

**PRIMARY RESPONSIBILITIES AND ACTIVITIES: (not all-inclusive)**

- Ensures courses and activities adhere to guidelines and grant requirements.
- Provides Lead Teacher with input to ensure quality improvement by monitoring and evaluating program's achievement against target goals, recommending modifications to enhance outcome.
- Ensures that participants are fully integrated into the Club program.
- Fosters collaborative partnerships with public, civic groups and social agencies involved in the program.
- Provides one-on-one and group guidance to program participants.
- Performs other duties within Club as required by the Lead Teacher.
- Maintain close, daily contact with Lead Teacher, Big Brothers Big Sisters of the Suncoast, and others to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

**POSITION REQUIREMENTS: (not all inclusive)**

- Bachelor's Degree preferred and/or equivalent in experience working with children
- Minimum of two years of work-related skill, knowledge, or experience is required
- Experience in working with children and knowledge of youth development
- Experience and ability in creating interactive and educational activities
- Strong Organization, Time Management Skills and ability to set Priorities
- Obtain strong Work Ethic, Positive Attitude, High Level of Energy and Flexibility
- Strong communication, Interpersonal skills, and Attention to Detail
- Ability to motivate youth and manage behavior problems; organize and supervise members in a safe environment
- CPR and First Aid Certifications preferred
- Must pass pre-employment background check, fingerprinting and drug test

**HOW TO APPLY:** To apply, please email [hr@bgcmanatee.org](mailto:hr@bgcmanatee.org) with a resume. Also, indicate the position you are applying for in the subject line. Principal applicants only, no recruiters; no phone calls or walk-ins accepted. This position is part-time, based in Bradenton, Florida. The Boys & Girls Clubs of Manatee County is an Equal Opportunity Employer. 12.17.18