



Title: Coordinator of Enrichment Sites

Reports to: Director of Enrichment Sites

Education Level: BA and/or Equivalent Nonprofit Experience

Hourly Rate: \$28

FLSA Status: Full-Time Non-Exempt

Travel: Yes

Work Schedule: Monday – Friday (9 AM – 6 PM)

Job Summary

The Coordinator of Enrichment Sites is responsible for the delivery of programs at the assigned school sites, implementing a broad range of outcome-driven programs, and assisting the Manager of Enrichment Sites and Director of Enrichment Sites.

The Coordinator of Enrichment Sites:

- Supervises the staff and the Unit Directors at school sites.
- Partners with the Manager of Enrichment Sites and Director of Enrichment Sites to plan, develop, implement, and evaluate programs for youth between the ages of 4 and 18 at all sites.
- Develops, executes, oversees, and assesses the Federal Program Monitoring (FPM) Box to ensure all school site program documentation complies with established requirements.

The Coordinator of Enrichment Sites primary focus is to ensure the Club meets the priority outcome areas of the Formula for Impact: Academic Success, Healthy Lifestyles, and Good Character and Citizenship by providing ongoing staff training and daily onsite program observations.

Responsibilities Overview:

- Create program calendars for all sites and ensure sites conduct daily programs/activities.
- Oversee afterschool programs.
- Conduct site visits.
- Provide on-site support/training for UD's by spending time on a weekly basis at each site.
- Keep sites informed of changes to policies and procedures.
- Interview/hire staff.
- Conduct/facilitate new hire orientations.
- Review and approve staff timesheets.
- Maintain stakeholder communication.
- Enforce BGC policies.
- Handle incident resolution.
- Support parent/member relationships.
- Attend site meetings/trainings as needed.
- Attend LAUSD meetings/trainings as necessary.
- Manage tabling and attending school events.



- Ensure staff attend school drills and conduct BGC drills.
- Conduct internal safety assessments.
- Facilitate UD meetings.
- Responsible for issuing disciplinary action and coordinating with HR when necessary.
- Provide and manage on-going site coverage as needed.
- Manage Leap Programs.
- Ensures the successful administration and implementation of programs and activities that support Boys & Girls Club Program goals and objectives at assigned sites.
- Assigned sites may change based on organization needs.
- Ensures site safety protocols are being followed.
- Ensures there is communication between the schools and organization and that staff are collaborating with schools.
- Assist Manager of Enrichment Sites in program planning and developing programs for all sites.
- Implements and assists the LAUSD Unit Directors with the FPM BOX to ensure it is organized in a timely manner and continuously maintained.
- Lead ongoing FPM trainings.
- Oversee the administration of the sites and grant-related requirements.
- Oversee the identification and evaluation of opportunities to improve program effectiveness.
- Monitors performance and outcomes of BGC programs and directs staff and Unit Directors at the assigned school sites/programs.
- Continuously evaluate the quality of club programs to ensure they meet members' needs while promoting inclusivity and addressing gender and cultural diversity.
- In partnership with the management team and Staff Development, organize and implement quarterly and annual program surveys, i.e. pre/post member program surveys, parent, Teacher and Principal Survey.
- Participate in Club committees (i.e. Safety, Parent Advisory, and PFLAG) as needed.
- Conduct staff meetings and training sessions. Attend and assist parent orientations.
- Collects, reviews and approves program and attendance reports.
- Work with staff/volunteers on special events, projects, and campaigns.
- Oversee proper record keeping and reporting including activities and events conducted breakdowns of daily participation figures, notable achievements and any problems/issues.

Additional Responsibilities:

- Participation in special programs and/or events as assigned.
- Participation in or leading of special programs and/or events.
- Supervise members as needed.
- Will be required to work some weekends.
- May be required to perform other duties as assigned by the Director of Enrichment Sites and/or BGC Management.



- Will be required to drive Club van (depending on driving record and age) for Club's afterschool transportation program as needed.

Knowledge/Skills Required:

- BA and/or equivalent nonprofit experience
- A combination of additional education and experience is acceptable
- Excellent communication skills, both verbal and written
- Computer literacy in Microsoft Windows and Microsoft Office or similar programs
- Proven ability to organize, budget, plan and implement projects with multiple deadlines
- Proven conflict resolution skills as well as keen patience and understanding
- Excellent planning and organizational skills
- Familiar with the principles of youth development
- Ability to work independently and in undefined environment
- Ability to working collaboratively with diverse communities and groups
- Working knowledge of budget preparation, control, and management
- Valid State Driver's License
- Must be able to drive own vehicle
- CPR and First Aid Certification
- Ability to recruit, train, supervise, and motivate high performing staff
- Ability to establish and maintain effective working relationships with others

Relationships:

Internal: Maintains close, daily contact with Club professional staff to interpret and explain organizational program objectives and standards, discuss issues, and provide/receive information.

External: Maintains contact with external community groups, partners and others to publicize the Boys & Girls Clubs of Burbank and Greater East Valley.

Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to move/traverse, remain in stationary positions, talk and hear or communicate information and ideas so others will understand and address surroundings for safety concerns; handle or feel objects, tools or controls. The employee is occasionally required to ascend/descend or balance; position self to access lower/higher level items and may be infrequently required to traverse quickly. The employee must be physically able to keep children safe in an emergency.



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Employee Signature

Date

Chief Executive Officer Signature

Date