

**Job Description:**

**Title:** Site Coordinator

**Education:** High School Diploma, some college (with focus on childhood education) preferred

**Reports to:** Manager of Enrichment Sites

**Work Schedule:** School Release – 6pm, hours as scheduled during school breaks, additional hours as required to meet job responsibilities

**Job Summary:**

This position reports to the Manager of Enrichment Sites and is responsible for supporting the day-to-day administration and delivery of programming at an assigned LAUSD site. The Site Coordinator serves as the on-site point person for staff and program operations, directly supervises Club members and staff, and ensures the safety of members at all times. The Site Coordinator plans, promotes, coordinates, and implements the school-site program in cooperation with assigned staff and in accordance with Boys & Girls Club of Burbank and Greater East Valley policies, procedures, and philosophies. The Site Coordinator also oversees the general maintenance and appropriate use of classrooms, playfields, and other approved program spaces.

The Site Coordinator works under the direction and oversight of the assigned Area Manager and does not have independent authority over the site or program. Area Managers retain final decision-making authority regarding program operations and the Club's relationships with school administrators, including the principal, and with parents or guardians. The Site Coordinator supports communication with school personnel and families, promptly shares concerns and significant developments with the Area Manager, and carries out direction provided by Club leadership.

**Responsibility Overview:**

- Supervise Club members and provide leadership and guidance to YDP staff members.
- Ensure that staff members facilitate successful implementation of all programs and activities within Club policies and procedures.
- Collaborate with teachers and curriculum advisors to ensure quality of academic homework as needed.
- Ensure the posting of daily and weekly schedules are promptly displayed, on both bulletin and white boards.
- Communicate any concerns with parents and keep them updated on new information.
- Employee must always maintain a positive and professional attitude/demeanor while working.
- Keep an open line of communication with principal and school personnel. Check in frequently to ensure seamless care of school site.



- Manage member registration. Conduct daily attendance check in and check out.
- Collect monthly payments by the first day of the month (applicable sites only).
- Follow the Recruitment and Retention Policy to recruit new members.
- Communicate all information at a weekly meeting with staff.
- Attend Site Coordinator meetings once a week.
- Requisition of equipment and supplies as needed. Maintain inventory and control of all equipment and supplies related to the program.
- Immediately report safety hazards and concerns to Program Directors.
- Prepare Accident, Incident, and Guidance reports as required, and promptly share all details with the supervisor to determine and implement appropriate next steps.
- Conduct NYOI surveys and create a plan for implementation of findings.
- Collect principal, teacher, and parent surveys at year end.
- Maintain a general knowledge of Boys & Girls Club philosophy. Be knowledgeable and aware of activities, calendars, and special events of the Club.
- May be required to work outside scheduled hours and some weekends.
- May be required to drive Club vehicle as needed (regular passenger van).

**Knowledge/Skills Required:**

- Excellent organization skills
- Ability to work both independently and collaboratively in varying environments
- Ability to multi-task in a fast-paced environment
- Learn mission, language, and goals of the organization
- Ability to organize time well
- Ability to use email, Vision, Google Docs and other necessary programs
- CPR/First Aid Certification
- Knowledge of Youth Development
- Attend training sessions and seminars as related to working with youth

**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



**BOYS & GIRLS CLUB**  
OF BURBANK AND GREATER  
EAST VALLEY

may be infrequently required to traverse quickly. The employee must be physically able to keep children safe in an emergency.

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 and usually loud in recreation and play settings when children are present.

All employees working directly with children at all Boys & Girls Club of Burbank and Greater East Valley locations are required to work outdoors in various types of weather conditions.

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** \_\_\_\_\_

**Program Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_