



**BOYS & GIRLS CLUBS  
OF AMERICA**

## **POSITION DESCRIPTION**

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**TITLE:** Site Coordinator

**PERFORMANCE**

**PROFILE SOURCE:** Management Professional

**DEPARTMENT:** Administration

**REPORTS TO:** Chief Executive Officer, VP/Assistant Executive Director, or Area Director

**FLSA STATUS:**  Exempt  Non-Exempt

**PRIMARY FUNCTION:**

Directs and manages overall daily operations of a unit under the control of the organization with the primary concern for a comprehensive, outcome-driven program and service delivery. Also supervises and trains staff (direct and indirect reports), handles personnel issues, manages facility, develops and manages a budget, and manages community relations, volunteers, and membership administration.

**KEY ROLES (Essential Job Responsibilities):**

*Leadership*

1. Establish Unit programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
2. Ensure a healthy, safe environment, with well-maintained facilities, equipment and supplies.

*Strategic Planning*

3. Plan, develop, implement and evaluate Unit overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.

*Resource Management*

4. Ensure administrative and operational systems are in place to maintain the operation of the Club's physical properties and equipment, including use of facilities by outside groups. Ensure compliance with organization policies.

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5. Recruit, manage and provide career development opportunities for unit staff and volunteers. Conduct regular staff meetings.

### *Partnership Development*

6. Develop partnerships with parents, community leaders and organizations.

### **ADDITIONAL RESPONSIBILITIES:**

1. Review and sign off approval of supply order requests.
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. Assume other duties as assigned.

### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Regular contact with members as needed to discipline, advise, and counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

### **SKILLS/KNOWLEDGE REQUIRED:**

- A minimum of one year work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Strong communication skills, both oral and written
- Ability to recruit, train, supervise and motivate staff
- Ability to deal effectively with members including discipline problems
- Demonstrated ability in working with young people, parents and community leaders.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*Ability to walk and stand for extended periods of time (up to 4 hours per day). Also stooping, bending, and lifting of items up to 50lbs may be required for special events or assignments.*

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**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.

**Signed by:** \_\_\_\_\_  
**Incumbent** **Date**

**Approved by:** \_\_\_\_\_  
**Supervisor** **Date**

**Reviewed by:** \_\_\_\_\_  
**Chief Executive Officer** **Date**