



**BOYS & GIRLS CLUB
OF BRAZORIA COUNTY**

POSITION DESCRIPTION

TITLE:	Site Coordinator
DEPARTMENT:	21st CCLC – B.E.S.T.
SUPERVISOR:	21st CCLC Project Director
CLASSIFICATION:	Non-Exempt, Part-time

JOB SUMMARY

Site Coordinator is responsible for planning and conducting the day-to-day activities at a specific 21st CCLC site in a manner that fulfills the Boys & Girls Club of Brazoria County mission. Site Coordinator has the primary concern for program and service delivery, supervision and training of site staff, facilities management, membership and administration. Reports to 21st CCLC Project Director.

DUTIES & RESPONSIBILITIES

- Supervise center staff including academic instructors, enrichment instructors, aides and volunteers
- Plan, develop and implement overall program to ensure objectives are met
- Ongoing monitoring of all center activities
- Gather and compile data (attendance, absentees, demographics, academic progress, enrichment, etc.) for grant reports
- Submit grant reports to Project Director as scheduled
- Form and lead campus advisory team that will meet quarterly to evaluate the center
- Hold and lead monthly meetings with center staff
- Monitor student academic progress in collaboration with program academic instructors and school-day teachers
- Ensure a healthy and safe environment for all participants, volunteers and staff
- Ensure all persons entering program are promptly greeted and helped if necessary
- Guarantee program areas are ready for use when children arrive and supplies are maintained
- Ensure parents and volunteers are welcomed and involvement is encouraged (after volunteer orientation and background check are completed)
- Work with collaborating partners including BISD Special Programs Department
- Assist 21st CCLC Project Director in planning and preparation of a creative learning environment, establishment of interest centers, and preparation of needed materials and supplies

PERFORMS SPECIAL PROJECTS OR ASSIGNMENTS AS REQUIRED BY SUPERVISOR

- Attends meetings on a monthly basis
- Exercise authority in problems related to participants

