



BOYS & GIRLS CLUBS
METRO DENVER



Make a Difference for Kids

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver (BGCMD) has an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring individuals to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed team. We are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals working to make a difference.

Program Coordinator – Program Support Center

Club/Office Location: Program Support Center

Job Description:

Reporting to the Senior Program Director, the Program Coordinator (Coordinator) works closely with Program Leadership Team to plan, supervise, and implement a variety of high-yield activities and targeted programs with a focus on our three priority outcome areas: academics, character & leadership, and healthy lifestyles.

The Coordinator will develop activities, programs, and curriculums for members of all ages, at all Clubs. The Coordinator must facilitate partnerships with other organizations to ensure a high quality Club experience. The Coordinator will be responsible for working with Club employees to recruit and retain kids for the programs and meeting pre-established attendance and completion goals.

Specifically, the Coordinator's responsibilities are (essential job responsibilities):

- Plan, organize, and support Clubs in implementing a variety of programs for kids K-12.
- Ensure that intentional, quality programming is tied to metrics (outputs and outcomes) realized across all Clubs.
- Ensure programming is evidence based and establishes a balance of intervention and enrichment programs.
- Develop and execute a clear plan that includes age-appropriate programs in each of the program models throughout the school year and summer.
- Maintain strong partnerships with the school districts, BGCA and vendors. This position will lead and connect BGCMD's work to these standards in design, implementation, outcomes, and tracking.
- Manage grants and reports, track budgets, and build positive relationships with funders is essential.
- Provides special event support across program areas.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

The Coordinator shall have the following knowledge and skills:

- Bachelor's degree from a regionally-accredited institution of higher learning in education, human or social services, or a related field of study. Equivalent experience directly serving youth in a similar role may be substituted on a year-by-year basis.
- A minimum of 2 years work experience in programs, program development, and/or curriculum development at a Boys & Girls Club or similar organization.
- Considerable knowledge and commitment to the mission, vision, and values of Boys & Girls Clubs of Metro Denver.
- Demonstrated ability to organize, direct, and coordinate operations, personnel management, and budget management.
- Strong communication skills, both verbally and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with various internal and external stakeholders.

Job Requirements:

- Candidates must be able to pass a drug test that includes screening for marijuana, criminal and driving records investigations, and reference checks.
- Maintain active CPR & First Aid certification.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports, properly document program, and organizational data.
- A valid driver's license and ability to be insured under the company's insurance policy is also a requirement.

Details:

Status: Full-time, 32 hours, non-exempt

Pay Range: \$17.31 - \$22.12 per hour

Benefits: Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more.

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.
This position will remain open until filled.