

BOYS & GIRLS CLUB
OF LAKE TAHOE

Job Title: Elementary Coordinator - Floater
Reports To: Site Coordinator or Area Director Assigned
Position Type: Part time, up to 30 hours per week
Anticipated Start Date: August 2024

POSITION DESCRIPTION SUMMARY: Help empower young people to reach their full potential. The Elementary Coordinator (floater) implements programs and activities for youth across all sites at the Boys & Girls Club of Lake Tahoe. This person can achieve the program goals and objectives for any age group (TK, elementary, or middle school) assigned that day and provides academic support and other activities for small and large groups of children that are engaging, safe, and educational.

KEY SKILLS/KNOWLEDGE REQUIREMENTS:

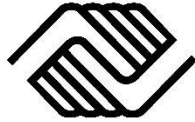
- Shows a high degree of initiative, creativity, flexibility, and professionalism.
- Has strong organizational and communication skills.
- Able to plan and implement quality programs and community engagement activities for youth with minimal notice or preparation.
- Able to motivate, organize, and manage elementary age students in a safe environment.
- Able to work with people from diverse ethnic, cultural, and socioeconomic backgrounds.
- Childcare, teaching or youth experience in a similar program (1 year minimum).
- Experience working with young people (preferred).
- Experience in a leadership or management role (preferred).
- Familiarity with word processing, spreadsheet, and database software (preferred).
- Completion of 48 college units (minimum), Associate's or Bachelor's degree in child development, communication, counseling, psychology, or sociology (preferred).
- CPR, AED, and First Aid certification (preferred).
- CA or NV Driver's License with a clean driving record (required).

ESSENTIAL JOB FUNCTIONS:

- Responsible for the overall management, administration, execution, and evaluation of programming and community engagement activities for elementary age students of the Boys & Girls Clubs of America's five core pillars.
- Provide program support and input to Program Leaders where needed. Work closely with the Site Coordinator to evaluate and monitor Program Leaders to ensure safe, quality programming is provided to elementary students at all times.
- Manage behavioral problems in a positive, constructive manner.
- Effectively communicate with youth, staff members, volunteers, parents, school leaders, and other community members.
- Help maintain facilities and equipment to ensure a productive and clean work environment, reporting any major issues to the supervisor.
- Assume and assist with other program and administrative duties as needed.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

- Represent the Club in a professional and positive manner.
- Ability to work on multiple projects and prioritize effectively. Work in a fast-paced environment where frequent interruptions, changes in plans, or imminent deadlines may occur.



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- Ability to perform fine motor activities required for typing, writing, and simple manipulations such as pressing telephone buttons, picking up small objects, etc.
- Ability to pay attention to detail and accuracy for reading, typing, reporting, and computer use.
- Ability to bend, twist, reach, stoop, or squat for filing or retrieval of supplies.
- Ability to lift and carry up to 50 pounds of supplies, equipment, and other items needed for Club-related events.
- Ability to operate a safe mode of transportation for Club-related events, meetings, and transportation of supplies.

BENEFITS: The Boys & Girls Club of Lake Tahoe strives to be a fun and fulfilling place to work. The Club values each employee and is delighted to offer generous benefits to all staff, including paid holidays and sick time, earned time off, a retirement plan, and retention and recruitment bonuses. All staff have access to professional development opportunities, free Club membership for their children, and an ample supply of Club schwag.

This is a non-exempt, part-time position. The person works across all Club sites in South Lake Tahoe. The Elementary Coordinator typically works Monday through Friday, 1 p.m.-6:30 p.m. during the school year and Monday through Friday, 9 a.m.-5 p.m. during the school vacation schedule. Pay ranges from \$28-32 an hour, depending on experience.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of an employee assigned to this job. All Club employees may be required to perform duties outside their normal responsibilities from time to time, as needed.

The Boys & Girls Club of Lake Tahoe is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex (including pregnancy and related conditions, sexual orientation, or gender identity, or gender expression), age, disability status, genetic information, military or veteran status, or retaliation, or any other characteristic protected by federal, state, or local laws. All job offers are conditional until the completion and passing of a background check.

APPLY: Please submit a resume and cover letter via Indeed or to Molly H. Coolidge at mcoolidge@bgclt.org.