



Job Title: Site Coordinator at Tahoe Valley Elementary (Full Time)
Reports To: Area Director
Position Type: Full Time, Non-exempt
Pay Range: \$28-33/hour
Anticipated Start Date: August 2026

POSITION DESCRIPTION SUMMARY: Step into a leadership role at our Tahoe Valley Elementary site, where you'll coach and inspire a team of enthusiastic leaders as they spark wonder, resilience, and possibility in every child we serve! The Site Coordinator oversees the daily operations at Tahoe Valley Elementary's Boys & Girls Club of Lake Tahoe ("Club") site under the supervision of the Area Director. The Site Coordinator is responsible for coordinating the Club site's children and staff, and ensuring the Club programs, activities, and services prepare youth for success. They are responsible for cultivating a healthy and safe environment, and checking that facilities, equipment, and supplies are managed and maintained.

KEY SKILLS/KNOWLEDGE REQUIREMENTS:

- Shows a high degree of initiative, creativity, and professionalism.
- Has strong organizational, time management, and communication skills.
- Able to work with people from diverse ethnic, cultural, and socioeconomic backgrounds.
- Experience in leadership, budget management, community relations, and organizational compliance.
- Able to supervise as well as recruit, train, motivate, and retain key personnel.
- Problem solves effectively with youth members and can address disciplinary issues.
- Familiarity with word processing, spreadsheet, and database software.
- Bachelor's degree in child development, communication, counseling, psychology, or sociology OR three to four years of relevant professional work experience in youth programming and staff oversight. Experience with preschool or PreK instruction are a plus.
- CPR, AED, and First Aid certification (preferred).
- Ability to speak Spanish is a plus.

ESSENTIAL JOB FUNCTIONS:

- Oversee all training, management and evaluation of the staff and volunteers for the assigned Club site. Ensure their daily responsibilities are met.
- Manage the development and implementation of daily, weekly, monthly, and yearly programs at the assigned Club site(s). Programs include activities, projects, and services that prepare youth for success, facilitate implementation of the Formula for Impact (FFI) framework, and achieve Youth Development Outcomes.
- Maintain positive interactions with youth, staff members, volunteers, parents, school leaders, and other community members.
- Promote positive Club behavior through appropriate group management techniques with youth members that adhere to guidance procedures, communicate with the parent(s) or legal guardian(s), and promote positive behavior for Club members.
- Attend mandatory staff meetings and training sessions.
- Compile priority outcomes outlined by the Program Director or Director of Operations & Safety.
- Assist with preparing information for grants and other reporting purposes.
- Track staff and volunteer training and certifications to ensure they are compliant and up to date.
- Secure adequate staffing for the site in compliance with staff to Club member ratios.



- Develop and oversee Club and community events at the site in collaboration with other staff.
- Ensure the safety and daily maintenance of the site's equipment, facilities, and supplies.
- Meet all organizational requirements established by the Boys & Girls Clubs of America and the Boys & Girls Club of Lake Tahoe.
- Assume and assist with other program and administrative duties as needed.
- Serve snacks and adhere to CACFP compliance and training.

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.
- 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, filing, 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 to Club-related events, meetings, and to transport 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 twelve 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. Full-time staff are eligible for a medical benefits package after the first 90 days of employment.

This is a full-time non-exempt position. The Site Coordinator works Monday through Friday, from approximately 10 a.m. to 6 p.m. at the Angel of Tahoe building and Tahoe Valley Elementary in South Lake Tahoe with occasional work at other Club sites or in the evenings and on weekends. Pay ranges from \$28-33 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, gender identity, or gender expression), age, disability status, genetic information, military or veteran status, 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: For full consideration, please submit a resume and cover letter via Indeed or to Molly H. Coolidge at mcoolidge@bgclt.org by Monday, August 3, 2026.