



## JOB DESCRIPTION

[www.bgcbloomington.org](http://www.bgcbloomington.org) #812.332.5311

### **Character and Leadership Coordinator**

**WORKING HOURS/PAY RATE:** AmeriCorps ACES Program 900 hours: Living Stipend of \$7,425 awarded every two weeks; Educational Award of \$2,865 awarded at the end of service.

**VACATION/SICK DAYS:** Unpaid, 2 per semester

**HOLIDAYS:** Unpaid days off

**BREAKS/LUNCH TIME:** 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

**BENEFITS:** None provided.

**DATES:** November 1, 2015 – August 12, 2016. Approximately 25-30 hours a week, must be available between the hours of 3:00-7:00 Monday-Friday.

**BASIC JOB FUNCTION:** The Character and Leadership position has the opportunity to work with youth in an after-school setting August – May and a Day Camp setting June – July. The coordinator will be responsible for leading in the design of Character and Leadership programming within our Teen Program. This position would carry the responsibility of developing schedules and activities that give our Teen membership opportunities to grow their character through placing them in leadership positions. Scheduling and planning will include field trips, planning and facilitating activities during break days throughout the school year, and acting as a liaison connecting the community with the Lincoln St. Boys and Girls Club through creative ways to implement community involvement within the Club. In addition, the individual will have the opportunity to provide Club members the ability to serve and engage within the Bloomington community and explore various careers members can work to achieve in the future.

**EDUCATION/EXPERIENCE REQUIREMENTS:** Individual must have excellent communication and organizational skills.

#### **SKILLS/KNOWLEDGE REQUIREMENTS:**

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Provide Programming that promotes Character and Leadership for our Teen program
2. Provide members with experience that teaches them to be caring, productive and responsible citizens.
3. Interact with parents, community members, volunteers and professional staff etc. via over the phone and face to face.
4. Orient, and communicate with community volunteer members
5. Report community volunteer hours to Volunteer Coordinator
6. Work closely with Teen Coordinator to plan, schedule, and implement career exploration and volunteer opportunity programming.
7. Work closely with Teen Coordinator to plan, schedule, and implement Torch Club, Leader in Training, and Youth of the Year programming.



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8. Create and maintain Character & Leadership programs for members to remain involved in.
9. Encourage a positive environment for members to learn, interact, and grow.
10. Assist with clean up and organization of all program areas.
11. Build positive relationships with youth, volunteers, parents, schools, and community.
12. Assist with tracking daily attendance and other applicable program administrative duties.
13. Assist with preparing information for reporting purposes when necessary.
14. Attend mandatory staff meetings and training sessions.
15. Report to Program Director.
16. Assume other duties as assigned.

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Mail or email your completed application or resume and two professional references to

Neil Smith  
nsmith@bgcbloomington.org  
Unit Director  
Boys and Girls Clubs of Bloomington  
PO Box 1716  
Bloomington, IN 47402



## Membership Coordinator/ Unit Director Assistant

WORKING HOURS: 20-25 hours per week; 9:00-2:00 or 10:00-3:00 Monday-Friday

PAY RATE: \$9.50 per hour, non-exempt

VACATION/SICK DAYS: 2 per semester, unpaid

HOLIDAYS: Unpaid

BREAKS/LUNCH TIME: 15 minutes for every 4 hours worked

BENEFITS: None, see Employee Handbook

DATES: January 8, 2016- May 20, 2016

BASIC JOB FUNCTION: Individual is responsible for the intake and greeting of all Boys & Girls Club guests. Tasks will include answering the phone, registering new members and campers, greeting visitors that enter the facility, and directing all individuals to their appropriate destination.

EDUCATION/EXPERIENCE REQUIREMENTS: High school diploma required, college experience and degree preferred. Seeking individual with Boys & Girls Club knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement a positive and inclusive membership intake process that informs and welcomes parents; including Club tours, form review, answering questions, and assisting new families as necessary. This includes intake of fees.
2. Answer the phone and positively direct callers to the appropriate destination.
3. Encourage a positive and welcoming environment for all visitors.
4. Create and provide communication materials to parents, school, or community members/organizations.
5. Register members as needed for camps or special events as needed.
6. Intake donations and properly process them.
7. Assist with clean up and organization of membership desk area.
8. Assist the Unit Director with weekly or monthly tasks as needed including organization of human resource information/distribution,
9. Assist the Unit Director with monthly tasks as needed including creating resource development and marketing materials, distribution of information, board data development, registrations, National Boys & Girls Clubs of America requirements, etc.



10. Assist with driving when necessary.
11. Report to Unit Director.
12. Assume other duties as assigned by Unit Director and Program Director.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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3. Ability to work on multiple projects and prioritize effectively.
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Unit Director  
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PO Box 1716  
Bloomington, IN 47402



## **TEEN COORDINATOR**

**WORKING HOURS:** 2:00-7:00 Monday-Friday 12:00-6:00 in summer

**PAY RATE:** \$10.00 (Non-Exempt Employee)

**VACATION/SICK DAYS:** Unpaid, 2 per semester

**HOLIDAYS:** Unpaid days off

**BREAKS/LUNCH TIME:** 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

**DATES:** January 1, 2016- January 1, 2017

**JOB DESCRIPTION:** Serving our mission, mentoring youth ages 12-18 years old, developing and promoting programs in education, healthy lifestyles, and leadership/community service. Leading school-year and summer teen programs, leadership of staff and volunteers, acquiring and managing resources, and team management of a facility dedicated to youth development serving 200 youth per day.

### **SKILLS/KNOWLEDGE REQUIREMENTS:**

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

### **ESSENTIAL JOB FUNCTIONS:**

1. Create and maintain various programs for members to remain involved in.
2. Encourage a positive environment for members to learn, interact, and grow.
3. Conduct small and large group active enrichment activities.
4. Assist with clean up and organization of all program areas.
5. Build positive relationships with youth, volunteers, parents, schools, and community.
6. Assist with tracking daily attendance and other applicable program administrative duties.
7. Assist with preparing information for reporting purposes when necessary.
8. Attend mandatory staff meetings and training sessions.
9. Report to Unit Director or Program Director.
10. Assume other duties as assigned.

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

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& OFFER LETTER  
[bton.org](http://bton.org) #812.332.5311

## Program Assistant

WORKING HOURS: 2:15-7:15 Monday-Friday

PAY RATE: \$10.00 (Non-Exempt Employee)

VACATION/SICK DAYS: Unpaid, 2 per semester

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

DATES: January 1, 2016- January 1, 2017

JOB DESCRIPTION: Assist with after-school program as a Program Assistant. Supervise areas, engage with youth, ensure safety, and provide program support to lead staff.

### SKILLS/KNOWLEDGE REQUIREMENTS:

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2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
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E-mail Resume to Neil Smith Unit Director

[nsmith@bgcbloomington.org](mailto:nsmith@bgcbloomington.org)