



BOYS & GIRLS CLUBS
OF THE SAN LUIS VALLEY

JOB DESCRIPTION

POSITION TITLE: 21st CCLC Academic Advisor
BGCA BENCHMARK JOB: Program Specialist

DEPARTMENT: 21st Century Community Learning Center

REPORTS TO: 21st Century Program Director/Director of Operations

FLSA Salary Range: \$13-14/hour Part time/PTO/401K

PRIMARY FUNCTION:

In cooperation with Program Director/D.O.O and School Principal, plans, implements, supervises and evaluates academic components of the 21st Century Community Learning Center after school program area.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Plans and implements the proposed academic support activities in cooperation with the Program Director, adhering to budget constraints, to achieve program objectives. Prepares monthly reports reflecting activities, including attendance and program participation for Site Coordinator.
2. Plans, organizes, directs and evaluates the overall site academic program component of the 21st Century program. Prepares program and activity schedules to assure program components are provided to youth and adults to assist them in achieving their academic goals; assists in development and monitoring of annual academic program objectives and assesses academic program data to plan appropriate materials and schedules to ensure program needs are met. Prepares relevant reports and assures that the site carries out B&GC policies and meets site operational standards. Plans and directs program implementation with assistance as needed from site staff and volunteers.
3. Oversees academic staff implementation of 21st Century academic program, supervises site staff and volunteers, and assists Site Coordinator as requested in the evaluation of academic staff. Guides staff in carrying out proposed academic activities and B&GC and 21st Century policies and site operational standards.
4. Fulfills all delegated administrative functions in a timely and comprehensive manner. Assists in development of site annual budget, as requested, and manages operations within approved budget.

TITLE: 21st Century CLC Academic Coordinator

5. Exercises authority in guidance and discipline issues of site participants as needed; ensures academic staff adherence to guidance and discipline policies; involves parents in addressing member's discipline problems.
6. Promotes and stimulates cooperative relationships and interest in site activities and events within the school and the community with school staff, parents, the general public, civic groups, and other human service providers.
7. Represents the site and interprets B&GC and site objectives, standards and programs to site staff, volunteers, parents, members, and the public. Assists Program Director in setting site policies to uphold the organization's mission and objectives.
8. Promotes and stimulates enrollment in the site through establishing relationships with school site administration, teachers, guidance counselors and other community leaders in the field of service to youth.
9. Oversees the appropriate use of the physical property and equipment of the site, within established policies, and makes recommendations for maintenance and equipment purchases. Responsible for maintaining cleanliness and safety of designated property and equipment, within established guidelines.
10. Develops and implements plans for participant recruitment, retention and participation in site activities. Develops and implements opportunities for those enrolled to participate in outside educational, recreational, and leadership programs and activities.
11. Involves parents in activities of their child at the site with the associated goal of meeting adult participation requirements. Maintains regular communication with parents on program schedules and activities and guidance and discipline issues and issues relating to their child's needs and progress.
12. Promotes and assists in linking community resources to participants and their families through interaction with Community Resource Coordinator and school staff.
13. Promotes participants' involvement in the 21st Century program, and educates participants as to the program and activity options available to them as members.

ADDITIONAL RESPONSIBILITIES:

1. Purchases or approves purchase of supplies and equipment within budget and policy guidelines.
2. Assists with planning and implementation of B&GC events and activities that involve 21st Century participants; provides direction and leadership to staff. Works with staff when necessary to carry out programs in coordination with other 21st Century sites and/or B&GC sites.
3. Drives Club vehicles as needed to transport members, run errands, etc.
4. Assumes other duties as assigned.

TITLE: 21st Century CLC Academic Coordinator

RELATIONSHIPS:

Internal: Maintains close contact with B&GC staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Has daily contact with 21st Century management staff and support staff, and with participants and site staff as needed to advise and counsel.

External: Maintains contact with community groups, school site administration, teachers, participants' parents and others to assist in addressing issues, resolving problems and publicizing the site and B&GC. Maintains positive relationships with the public, vendors, etc. to promote in kind donations, sponsorships, etc.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree in education, business, child development, or related field preferred and/or equivalent experience.
- A minimum of three years work experience in youth development, planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- Demonstrated ability in personnel supervision, budgetary and facilities management, and the ability to work with all site constituents.
- Strong verbal and written communication skills.
- Knowledge of youth development, ability to motivate and provide guidance to youth through establishing positive relationships with youth participants; demonstrated caring and respect exhibited toward participants.
- Ability to relate to the general public, parents and participants in a friendly, positive, and professional manner.
- Demonstrated ability to convey Boys & Girls Club policies and procedures to participants, and to implement appropriate guidance and discipline policies
- Ability to organize and supervise participants to maintain a safe and welcoming environment
- Mandatory CPR and First Aid Certifications
- Valid Driver's License
- Demonstrated enthusiasm, energy and commitment in personal contact with participants, parents, supervisors and the general public

PHYSICAL REQUIREMENTS:

- Standing for long periods of time (up to 90% of day).
- Sitting as needed.
- Full use of all limbs and at least one hand.
- Ability to participate with youth in athletic and recreational activities, as needed.
- Full verbal, color vision, and hearing ability.
- Lifting up to 50 pounds on occasion.
- Ability to intervene in controlling youth, if necessary, ages 6 to 18.
- Ability to drive motor vehicle preferred.

WORKING CONDITIONS:

- May be exposed to outdoor weather conditions during all seasons. Limited exposure during winter.
- May be exposed to moderate to loud noise; unruly or irate youth and/or parents.
- May be exposed to potentially dangerous situations including youth fighting or bringing unauthorized materials onto premises.
- May be exposed to potentially dangerous medical situations; exposure to airborne diseases or infected blood while treating participants.
- Exposed to risk of vehicle accidents while driving or riding in agency vehicles.
- Risk of injury from being near, or participating in, athletic or recreational activities.

DISCLAIMER:

The information presented indicated the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____

Incumbent

Date

Approved by: _____

Supervisor

Date

Reviewed by: _____

Program Director

Date