



**UNION LEAGUE  
BOYS & GIRLS CLUBS**

2157 W. 19th Street | Chicago, IL 60608

## **Education Program Coordinator**

### **POSITION**

The Program Coordinator is responsible for monitoring the day-to-day youth development staff procedures. The Program Coordinator will oversee the recreation component of the program on a daily basis, plan the youth development program schedule in conjunction with the activity specialists, support organizational efforts for recruitment and retention, and oversee part of the facility to ensure all programs are running smoothly. The Program Coordinator is also responsible for collaborating and maintaining relationships with our community partners. There will be times when the Education Program Coordinator is called on to complete other duties as assigned in an effort to collaborate and/or complete given tasks to ensure delivery to club members and community partnerships. Staff are expected to keep in mind that we are always striving to support our members to be the best they can be by holding members accountable to their own actions. With this support and guidance our goal is to develop the following skills in our members: good character and citizenship, promote academic success and encourage healthy lifestyles.

### **Responsibilities**

- Design and implement programs for youth members
- Ensure staff are trained in and delivering BGCA and educational programs
- Directly supervise Youth Development Specialists
- Attend to staff/member/parent concerns in a proactive and timely manner
- Coordinate field trips and special events
- Assist volunteers when assigned
- Responsible for program reports when assigned
- Evaluate program staff on a regular basis
- Design and implement programs for youth development program staff to implement
- Ensure that youth development program areas are appropriately staffed for activities
- Encourage emotional, social, and educational growth of individual members
- Responsible for collecting outcome measurements such as pre and post test assessments for grant deliverables and BGCA when assigned
- Provide proper training to newly acquired staff
- Provide lists of all required materials for teen and youth program development specialist when needed to ensure program delivery is successful
- Oversees that program areas are left clean and organized at the end of the day by program staff
- Other possible responsibilities pertaining to the club include, but are not limited to:
  - Data Entry
  - Staff Supervision
  - Chaperone field trips
  - Other duties as assigned

### **Program Staff Qualifications Requirements:**

#### **Knowledge:**

Demonstrate knowledge of principles related to youth development, ability to plan effectively, group leadership skills, including and understanding of group dynamics and discipline and understanding of the population of youth and teens served.

**Education:**

Must be enrolled in college or have some college courses.

Must be 25 years old or older.

**Skills Needed:**

- **Communicate, listen and effectively accommodate program staff.** Provide staff with correct and timely information and feedback when requested.
- **Prior experience working in youth development.**
- **Decision making:** The Program Coordinator will identify problems; discuss the best solution with his or her staff. If a solution cannot be reached, the Program Coordinator will contact the Assistant Club director, and if need be, the Vice President of club services to come to a solution.
- **Leadership.** Be a Role Model for co-workers, program staff, volunteers and especially members. Enhance and encourage the members to strive to meet their goals.
- **Personal initiative** to work and to achieve higher levels of responsibility to better serve the members in all programs.
- **Planning and organizing** by coming in and working on special days to accomplish the task and goals needed to implement the programs and activities for our youth such as: Youth of the Year Award, Youth of the Month Award, annual Gala, and other organization events.
- **Promote a safe and healthy environment.** Ensure that the staff and members know the safety rules of the Club are understood and met.

**DESIRED QUALIFICATIONS**

- Desire and ability to manage and direct a team
- Ability to accept supervision and guidance
- Good character, integrity and adaptability
- Enthusiasm, good judgment, patience and self-control
- Positive example for teens and staff in appearance, attitude and behavior
- Must participate in required training by the club, county, state, and/or funders.
- Ability to plan and implement programming
- Ability to seek support when needed

**Pay Rate:**

- \$16.00 an hour
- Up to 27.5 hours a week (mostly after school hours with the exception of school closings)

**Interested applicants may submit their resume to be reviewed to the Union League Boys & Girls Club: Club One Director, Anastasia Hernandez, at [a.hernandez7@ulbgc.org](mailto:a.hernandez7@ulbgc.org). Please include your name + resume in the subject line. (example: Anastasia Hernandez Resume).**