

Your skills, talents and passion can make a difference in the lives of young people!

The Site Coordinator is a natural leader, capable of inspiring a shared clubhouse vision that values strong teamwork coupled with a tenacity for programmatic excellence. The Site Coordinator will manage and mentor multiple part-time staff, be a natural problem solver, inspire members, parents, staff and volunteers on a daily basis.

SITE COORDINATOR

Boys & Girls Club of Placer County

The focus of the Boys & Girls Club of Placer County is youth development. We provide afterschool and summer programs and services to youth, ages 6-18 in Placer County and surrounding areas. Curriculum and programs are designed to inspire and empower all young people who pass through our doors to realize their full potential as productive, responsible, and caring citizens.

JOB DESCRIPTION: Challenging and rewarding full time position for a creative, energetic, & outcome-driven professional.

- Manage overall operations at the Clubhouse or Extension site with primary focus on developing and implementing high-quality programs and daily activities.
- Actively involved in daily program delivery
- Staff training and supervision
- Volunteer management
- Ensure Club member safety and growth
- Communicate with parents and develop partnerships with school staff and administrators.
- Membership administration & facilities management

REQUIREMENTS:

- 4-year college degree, or equivalent experience working with youth aged 6-18 years
- Ability to motivate and energize youth while managing behavior problems and program goals
- Ability to supervise and train staff & volunteers
- Ability to interact positively with the general public and school staff

SALARY & BENEFITS: Full-Time Monday-Friday, occasional weekend day. Position includes paid vacation, sick leave, medical, dental/vision, LTD and life insurance eligibility. Salary range based on experience and education.