

SERVE PREP COORDINATOR - JOB DESCRIPTION

**TITLE:** SERVE PREP COORDINATOR **FLSA STATUS**: Non-Exempt

**PERFORMANCE PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs **REPORTS TO:** Unit Director

**PRIMARY FUNCTION:**

The SERVE PREP COORDINATOR will conduct a Service program with youth, probation or court referred youth at the Visalia Boys & Girls Club. This individual will coordinate programs in good employment skills; explore career options and meaningful community service.

**JOB RESPONSIBILITES:**

*Prepare Youth for Success*

1. Coordinate programs in Visalia or Tulare.

*Health and Safety*

1. Ensure a healthy, clean and safe environment, supervising members in program area.

*Program Development and Implementation*

1. Network with parents, school, juvenile justice and other agencies regarding referrals to program
2. Lead programs and/or special interest classes
3. Assign and maintain case management list to staff, in cooperation with Unit Director and Area Director
4. Meet with youth daily.
5. Complete weekly youth activity tracking form
6. Manage referrals in and out of the Boys & Girls Club of the Sequoias, School district, and Tulare County Probation
7. Maintain monthly contact with parents of targeted youth
8. Develop the timelines and keep the program on track

*Administration*

1. Create binders for all youth/program staff including membership form, activity tracking forms and program attendance
2. Review tracking forms on the last day of each month; ensure interests and needs of youth are being addressed in the program
3. Maintain communication for with Tulare County Probation

*Supervision*

1. Manage and assign youth to participate with other club programs on a daily basis

**ADDITIONAL RESPONSIBILITIES:**

* May participate in special programs and/or events.
* Other duties as directed by the Unit Director.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines & instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

**SKILLS/KNOWLEDGE REQUIRED:**

* Knowledge of current computer technologies and software
* Knowledge of youth development
* Experience in planning and implementing youth programs.
* Ability to motivate youth and manage behavior problems.
* Ability to recruit, train, supervise, and motivate
* Ability to effectively collaborate with law enforcement, probation, schools, other youth agencies, etc.
* Ability to plan and implement quality needs and interest-based programs for youth.
* Ability to organize and supervise members in a safe environment.
* Mandatory CPR and First Aid Certifications.
* Valid State Driver’s License.

**SKILLS/KNOWLEDGE PREFERRED:**

* 60 units of college or equivalent.

**PHYSICAL STRENGTH:** Active work; standing, stooping, bending to interact with children at play. Exerts up to 20 lbs. of force

**WORKING CONDITIONS:** No hazardous or significantly unpleasant conditions.

**SALARY: $17.00 per hour**

**POSITION AVAILABLE: (1) Visalia; (1) Tulare**

**JOB LOCATION: Visalia Boys & Girls Club, 215 W Tulare Ave, Visalia, 93277**

 **Tulare Boys & Girls Club, 948 N H St, Tulare, 93274**

**HOURS: 20 hours per week**

**APPLY:** In person: At Boys & Girls Club - 215 W. Tulare Ave. in Visalia, carri.chambers@bgcsequoias.org

**QUESTIONS:** Call: 592-4074 – Contact Carri Chambers-Plett

**CLOSING DATE: Open until filled**