



## JOB DESCRIPTION

[www.bgcblloomington.org](http://www.bgcblloomington.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, 2017 – August 12, 2018. 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

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Bloomington, IN 47402