



BOYS & GIRLS CLUB
OF LANGLADE COUNTY

**Community Outreach Coordinator
Position Responsibilities/Job Description**

Title: Community Outreach Coordinator

Department: Operations

Reports To: Executive Director

Status: Full-Time Salaried

Starting Wage: \$32,000 Annually

Primary Functions:

The Community Outreach Coordinator is responsible for Community Outreach Programs which includes but not limited to Volunteer Program, Community Service Program, Mentoring program and oversight and implementation of the SPARK Early Literacy Grant at two school sites.

Key Roles: Essential Job Responsibilities:

I. SPARK EARLY LITERACY GRANT

- a. Recruit, interview & hire a Program Manager, a Family Engagement Coordinator and 4-5 Tutor for each school site.
- b. Supervise and assist Program Manager and Family Engagement Coordinator at each school site.
- c. Serve as an interface and liaison for school leadership, and BGC.
- d. Oversee collection and maintenance of all student data.
- e. Oversee financial reports and submit to EA as required.
- f. Develop and/or use reporting tools for monitoring and tracking accountabilities related to program implementation.
- g. Generate monthly, quarterly, and/or annual reports as requested.
- h. Attend all regular meetings with partners to ensure proper and timely communication as well as necessary data sharing.
- i. Participate in required trainings.

II. MENTORING PROGRAM

- a. Collaborate with local agencies (such as Dept of Social Services, Juvenile Court, Antigo School District) to establish, promote, and oversee referred youth who will be enrolled in BGC Mentoring Program.
- b. Promoting program with school staff to include teachers and guidance counselors throughout the school district, and to include Elcho and White Lake.
- c. Run Positive Action Program at least once a week.

III. COMMUNITY SERVICE

- a. Interview and oversee youth both referred and non-referrals for community service
- b. Meet with youth on an individual basis initially to discuss offense
- c. Meet with youth and parent/guardian to discuss goal of this program
- d. Discuss with youth in detail about offense and its consequences and guidelines of the program
- e. Set up times and locations of service work
- f. Oversee service work
- g. May be required to attend Juvenile Court

- h. Meet quarterly with Judge and DA for guidance with the program

IV. VOLUNTEER PROGRAM

- a. Develop, promote, and maintain a wide range of volunteer opportunities within the organization
- b. Recruit, interview and place applicants for volunteer work
- c. Conduct and/or arrange for volunteer orientation and training
- d. Schedule all volunteer activity
- e. Develop and manage volunteer policies, procedures, and standards of volunteer service
- f. Assess visitor feedback received through comment forms
- g. Organize and participate in volunteer recognition programs and special events

V. ADMINISTRATIVE

- a. Demonstrate responsibility in regard to work schedule, meetings & trainings
- b. Complete and submit paperwork accurately (timesheets, lesson plans, certifications, etc.)
- c. Maintain a positive attitude while working, help wherever needed, work well with co-workers
- d. Display good customer service skills
- e. Accept feedback and makes necessary corrections
- f. Follow all Boys & Girls Club of Langlade County policies and procedures
- g. Meet weekly with Executive Director and Leadership Team

VI. OTHER

- a. Perform miscellaneous tasks as requested by supervisor
- b. Ability to create happiness

RELATIONSHIPS:

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

External: Enlist external community agencies and parents to assist in implementation of specialized program activities.

PREFERRED QUALIFICATIONS

- 1 Bachelor's degree in education, social work or related field.
- 2 At least three years of program management and implementation experience.
- 3 At least three years of proven experience in programming for young people between the ages of 4-18.
- 4 Experience in organizing, directing, and coordinating program implementation including supervision, recruitment, and retention.
- 5 Management skills and the ability to create and implement learning opportunities.
- 6 High level of creativity and problem-solving ability.
- 7 Demonstrated examples of managing through crisis.
- 8 Basic computer literacy and ability to utilize Excel and agency software for tracking academics and attendance.
- 9 Ability to learn and utilize new technologies and apply technology to communication, logistics and other key job tasks.
- 10 Ability to inspire and empower youth, families and staff.
- 11 Obtain CPR and First Aid certifications within 3 month of employment
- 12 Valid State Driver's License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race color, creed, national origin or disability.

DISCLAIMER: The information presented indicates 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: _____ Date: _____

Incumbent

Reviewed by: _____ Date: _____
Chief Executive Officer