

The Boys & Girls of Brookings Corporation-Brookings Unit

Job Description

TITLE: Healthy Lifestyles Coordinator

REPORTS TO: Program Director

JOB SUMMARY:

The Healthy Lifestyles Coordinator is responsible for utilizing the resources of the organization and community to provide services and healthy lifestyle programs for the members of the organization which are consistent with the organization's youth development mission and goals. The Healthy Lifestyles Coordinator also sets the example in demonstrating Club Values, assists with communication with parents, supervises individuals, and actively participates in all Club meetings. Finally, the Healthy Lifestyles Coordinator plays an integral part in the success of the Club by being a team player.

MAJOR RESPONSIBILITIES:

Program Duties:

1. Responsible for creating and implementing Healthy Lifestyles impact programs on an on going basis that have proof of impact
2. Conducts National Healthy Lifestyles Boys & Girls Club Programs
3. Complete weekly and master plans throughout the year
4. Responsible for developing and implementing a comprehensive physical education and nutrition program for youth in grades 1-12
5. Coordinate with physical education teachers and parents regarding Healthy Lifestyles for all members
6. Responsible for creating hanging up documentation in the Wellness Center and Café that documents the Healthy Lifestyles programs being implemented and update every two months (minimum)
7. Conducts skill development classes/leagues for youth and adults that are a need in the community
8. Handle all discipline issues within the Wellness Center and Café
9. Responsible for planning and implementing all Friday night programs and all special Saturday programs

Leadership

10. Attend and participate in all staff meetings, representing and speaking for Healthy Lifestyles staff
11. Responsible for making contacts within the community to form relationships and open lines of communication for purposes of the Healthy Lifestyles Programs
12. Responsible for the promotion, understanding and implementation of the BGC Impact Formula throughout the organization
13. Coach all Healthy Lifestyle staff on implementing Healthy Lifestyles programs so that cascade teaching occurs on an ongoing basis
14. Responsible for ensuring that quantitative and qualitative measurements are developed and implemented to ensure quality and effective programs in regards to Healthy Lifestyles
15. Introduce self during all tours and provide explanation of programs
16. Uphold the Club Values and set an example for other staff
17. Collaborate with other staff for the greater good of the Club

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Administrative Duties:

18. Supervise care and maintenance of department equipment, supplies, and facilities specific to the kitchen and café area
19. Responsible for communicating with parents when necessary and for assisting with severe discipline issues when necessary
20. Responsible for communicating daily with Program Director on overall Club and program operations.
21. Design a system in collaboration of the coordinators for inputting data into Member Tracking System
22. Responsible for all input of Healthy Lifestyle statistics, including numbers, gender, grades, etc into Member Tracking System and for evaluating and making statistical reports on impact programs
23. Complete and analyze program numbers on a weekly and monthly basis with the Program Director, Healthy Lifestyles staff, etc.
24. Responsible for budget tracking within the Wellness Center and Nutrition Program
25. Update the Healthy Lifestyles webpage on a weekly basis
26. Provide newsletter information on Healthy Lifestyle programs the Art Coordinator on a monthly basis and news article information to the Program Director on a monthly basis

Management:

27. Responsible for hiring, supervising and evaluation the Nutrition YDS, Wellness YDS and all other Healthy Lifestyles staff by creation and implementation of performance plans, quarterly reviews and individual and team staff meetings.
28. Responsible for delegating responsibilities of the day to day items to Healthy Lifestyles YDS when necessary
29. Responsible for reporting progress of Healthy Lifestyles programs to Program Director
30. Provide leadership, direction and problem solving to direct staff in the areas of programming, guidance and operations.
31. Manage volunteers given by the Character and Leadership Coordinator

General Program Duties:

32. Responsible for assisting with all special events at the Club (lock-ins, teen dances, birthday parties, Boys & Girls Club Week, Be Great Ceremony, etc.)
33. Provide leadership, direction, and problem solving in delivering guidance services
34. Establishes a program setting that insures the health and safety of members
35. All other duties assigned by your supervisor

SKILLS/KNOWLEDGE REQUIRED:

1. Minimum of a College Degree or equivalent
2. Experience working with youth in grades 1-12
3. Experience with physical education and nutrition programs
4. Strong interpersonal and communication skills
5. Ability to multi task

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Job Description

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as a comprehensive inventory of all duties, responsibilities, qualification and objectives required of employees assigned to this job.

Employee Signature

Date