



## POSITION DESCRIPTION

<b>TITLE:</b>	School-Age Child Care Site Coordinator
<b>REPORTS TO:</b>	Child Care Director
<b>COMPENSATION:</b>	\$19 - \$24 per hour, commensurate with experience
<b>SCHEDULE:</b>	Part-Time: 10 hours per week: Monday-Friday (7:00 AM – 9:00 AM). Additional daily/weekly hours may be available based on program needs.

### **Our Mission: Join the Boys & Girls Clubs of MetroWest (BGCMW)**

The Boys & Girls Clubs of MetroWest provide social, educational, physical, and cultural programming to enhance the development of youth and prepare young adults to be responsible and productive members of the community.

### **POSITION SUMMARY**

The Site Coordinator is the lead manager responsible for the administration, curriculum development, and supervision of the school-age childcare site. This role ensures the planning and implementation of diverse programs for children in grades Kindergarten through 5th Grade (K-5). Core program areas include Art, Recreation, Sports & Fitness, Curriculum Management, Scheduling, and Academic Education, all while maintaining strict adherence to regulatory standards.

### **KEY RESPONSIBILITIES:**

#### **1. Staff Supervision & Leadership**

- Supervise lead teachers and assistant teachers during program hours.
- Provide guidance, direction, and support to all program staff.

#### **2. Program Planning & Quality**

- Lead the preparation and implementation of the daily curriculum.
- Actively engage children in structured and unstructured activities.

#### **3. Child Safety & Communication**

- Greet children upon their arrival and departure.
- Maintain continuous, direct supervision of children during all classroom and outdoor activities.
- Observe, document, and record information and behavior for specific children assigned.
- Maintain children's files.
- Prepare children's adjustment reports and progress reports for assigned children.
- Keep parents informed of their child's progress through updates, notices, and reminders.
- Maintain an orderly, attractive, and sanitary classroom.

#### **4. Compliance & Administration**

- Ensure the site and all staff meet EEC regulations and guidelines.
- Keep the Director informed of all pertinent information.
- Participate in EEC mandated trainings.



## **BOYS & GIRLS CLUBS OF METROWEST**

- Assist the Director with additional duties assigned (e.g., administrative tasks, facility checks).

### **Growth & Learning**

The Site Coordinator will have the opportunity to develop high-level skills in:

- Achieving comprehensive understanding of EEC regulations and effective implementation of guidelines.
- Understanding the overall principles of youth development and how each individual program contributes to the overall BGCMW Club operations.
- Understanding financial and budget management for specific programming costs.
- Leading recruitment and outreach efforts for the overall program.
- Full program planning, development, implementation and evaluation of children and staff.
- Developing and maintaining collaborative partnerships and public relations between BGCMW and the public school system.

### **EXPERIENCE/SKILLS REQUIRED:**

- Must be at least 20 years of age and meet one of the following, per EEC guidelines:
  - Have a minimum of Bachelor's degree in Child Development, Early Childhood Education, Elementary Ed, Child Guidance, Human Services, Nursing, Psychology, P.E., Recreation, Child Psych, the Arts, Social Work, Sociology, or Child Care and 6 months' experience working with school age children or
  - Have a Bachelor's degree in any field or an Associates' degree in any field of study listed above and 9 months' experience working with school age children; or
  - Have high school diploma and have 1-year experience working with school age children.
- **Skills & Abilities**
  - Have the ability to work both as a team and independently.
  - Good organization skills and ability to multi-task.
  - Ability to handle confidential information.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The Boys & Girls Clubs of MetroWest is an Equal Employment Opportunity employer. As part of its commitment and responsibility to children and their families, all staff and volunteers must agree to a thorough screening process prior to acceptance into the organization and annually. Screening includes in-person interview(s), reference check(s), Criminal Offender Record Information (CORI) review, and Sexual Offender Record Information (SORI) review.

### **Submit letter of intent and resume to:**

Kim Petrin, Office Manager  
[kim.petrin@bgcmetrowest.org](mailto:kim.petrin@bgcmetrowest.org)