



**TITLE:** Full Time Social Recreation Coordinator-Boys & Girls Club in Framingham

**REPORTS TO:** Club Director

### **POSITION SUMMARY**

Are you interested in making a difference with youth in MetroWest. This is a full time position with competitive benefits. The Social Recreation Coordinator is responsible for planning, development, implementation and evaluation of a broad range of programs for youth between ages 7 – 18. Core program areas include character & leadership development, social recreation, education & career development, health & life skills, the arts, and sports & fitness. This is a **full time position Monday – Friday, 1:00PM – 9:00PM**

### **PRINCIPLE RESPONSIBILITIES:**

- Promote members participation by conducting education, recreation programs and special events.
- Recruit and build membership with youth & teens to increase daily attendance in all core program areas.
- Develop strong working relationship with schools, community groups, social service agencies and local officials.
- Implement Boys & Girls Clubs of America core programs including Keystone Club, Torch Club, academic success prevention education, and career exploration programs.
- Conduct and maintain member statistics for activities and events.
- Develop outcomes, evaluate programs, services, and activities.
- Develop outreach strategy to recruit new members.
- Maintain appropriate records of membership, participation, individual projects and program impact on members.
- Ensure a healthy and safe environment.
- Enforce Club rules and policies in accordance with program philosophy.
- Ensure that facilities, equipment and supplies are maintained.
- Assist with development and implementation of new programs.
- Assist in building a cooperative team.
- Supervise the performance of assigned program volunteers and part-time staff.
- Work with Director to implement vacation week program and work schedules.
- Update and maintain skills in use of current technology and information management systems.

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

- Three years experience working with youth.
- Demonstrated knowledge of Youth Development work
- Demonstrated ability to work with children in recreation and education setting.

### **Other Requirements**

- CPR and first aid certifications (preferred)
- Valid (state) driver's license
- Meet the eligibility of insurance company regulations for operating Club vehicles.

Submit letter of intent and resume to:

Club Director  
25 Clinton St.  
Framingham MA 01702

[framinghamclubhouse@bgcmetrowest.org](mailto:framinghamclubhouse@bgcmetrowest.org)