



**BOYS & GIRLS CLUB
OF MANHATTAN**

POSITION DESCRIPTION

TITLE: VISTA Curriculum Coordinator
REPORTS TO: Sr. Unit Director

PRIMARY FUNCTION: Plan, implement, supervise and promote high yield activities and targeted programs after school for children and youth that fall under the three priority outcomes: Academic Success, Good Character & Leadership, and/ or Healthy Lifestyles.

KEY ROLES:

1. Ensure the implementation and planning for administering Club-wide programs and activities that support the Club formula for impact's outcome driven experience.
2. Effectively implement and administer curriculum for members who are in Kindergarten through 8th grade, including homework help & tutoring, high yield learning activities in all aspects of program areas, school collaborations, member incentives/ recognition and family involvement.
3. Prepare and distribute curriculum plans
4. Evaluate programs on a continual basis
5. Monitor and evaluate programs and activities to ensure safety of members, quality in program and satisfactory appearance of the Club at all times.
6. Monitor and evaluate Club member's progress within programs.
7. Monitor attendance, pre- and post-tests, and other methods of data system collection to support program success, as well as support reporting.
8. Provide training to staff on program implementation

RELATIONSHIPS:

Internal: Maintains close contact with Club staff and supervisor to receive/ provide information, discuss issues, explain or interpret guidelines/ instructions; instruct; and advise/counsel.

External: Maintain contact with parents or guardians in order to communicate about Club activities, explain or interpret Club guidelines, and address any conduct issues relative to members.

SKILLS/KNOWLEDGE REQUIRED:

- Two years of college in related field from an accredited college or university, or equivalent experience.
- Knowledge of youth development
- Ability to plan and implement quality programs for youth
- Ability to motivate children and youth and manage behavior problems
- Ability to organize and supervise members in a safe environment

- Well-developed written and oral communication skills (including editing skills).
- Excellent interpersonal skills and the ability to work well with all types of people.
- Organizational, staff and project management abilities.
- Ability to establish and maintain effective working relationships with Club staff, Board members, volunteers, community groups, and other related agencies.

FOR MORE INFORMATION, CONTACT:

Heather Howard, Outcome Measurement Specialist

Boys & Girls Club of Manhattan, 220 S. Fifth Street, Manhattan, KS

785.539.1947, outcomes@bgclubmanhattan.com