**JOB SUMMARY:**The Boulder Consortium Afterschool Coordinator is responsible for the growth and development of the day-to-day operations of Boulder, Basin, and Jefferson High School’s Afterschool and Summer Programs. The Coordinator will be responsible for the effective delivery and documentation of a broad range of activities and programs geared specifically to meet the 21st Century Community Learning Center’s grant goals and objectives. The position includes staff oversite, family engagement, evaluation, and oversite committee relations.

**Youth Development**

* Build strong, positive relationships with students and families to provide the best services and opportunities.
* Provide guidance and support as a positive role model.
* Provide outreach to boost involvement of students and families.
* Oversee the greenhouse gardens.
* Provide clear, concise details and communication to parents and guardians re: schedules, issues, etc.
* Actively recruit volunteers, musicians, coaches, etc. to assist with programming.
* Act as liaison between the 21st Century Program and staff at Boulder Elementary, volunteers, school principals, teachers, parents, and other concerned parties to ensure continuity of service for all.
* Be on duty and on-site during Afterschool and Summer Program hours.

**Programming**

* Complete necessary reports, sign in/out sheets, waivers and maintain records.
* Ensure that the implementation and reporting requirements for grants are met.
* Document incident and accident reports when needed.
* Oversee all staff in the Afterschool and Summer Programs.
* Provide a monthly calendar for community, volunteers, staff, students, and parents with activities.
* Maintain and create programs that engage students socially, culturally, and intellectually and that reflect the diversity of the community.
* Support and maintain programs that focus on service, leadership, and education.
* Provide life skills, job training, and work opportunities for students.
* Develop and participate in special events that involve, area community, and partner agencies.
* Advertise the programs provided by 21st Century.
* Communicate with schools and other community agencies to build partnering within the community.
* Work with staff to provide a physically and emotionally safe place for all youth participants.

**Safety**

* Provide safe behavior modifications to disruptive students.
* Communicate with parents concerning issues on behaviors and/or other issues in the program areas.
* Maintain cleanliness of program areas.
* Maintain and monitor materials, equipment, and other resources being utilized by the program.
* Be responsible for overseeing building, staff, closing procedures and supervision during activities.

**Skills and Knowledge**

* Bachelor’s degree in education, social work, business management, or related field (Preferred).
* Minimum 2 years’ experience with youth.
* Must have satisfactory background check from the Montana Department of Health and Human Services.
* Proficient in Microsoft Office Suite.
* Display an ability to manage youth behaviors and possess good conflict resolution skills.
* First aid and CPR

Job Type: Full-time

Pay: DOE

Benefits:

* Insurance
* Paid sick and vacation
* Retirement

Schedule:

* Some weekend and evenings

Education:

* Associate (Required)

Experience:

* Supervisory: 2 years (Preferred)
* childcare program: 2 years (Required)

Work Location: In person/remote mix

How to Apply:

Send resume and cover letter and answer to the question below to [rochelle.hesford@bgs.k12.mt.us](mailto:rochelle.hesford@bgs.k12.mt.us)

Answer the question: Why is developing kids into healthy adults important to you?