



BOYS & GIRLS CLUB OF GREATER WATERBURY

Wellness Coordinator Job Description

TITLE: WELLNESS COORDINATOR

DEPARTMENT: PROGRAMS

REPORTS TO: DIRECTOR OF OPERATIONS

FLSA STATUS: NON-EXEMPT (PART TIME)/TEMPORARY (up to 3 years)

The Boys & Girls Club of Greater Waterbury is looking for someone interested in working in a casual and collaborative environment and who is fun, energetic and loves working with youth in K - 12. The Wellness Coordinator will support, sustain and grow programs for social-emotional health. The Wellness Coordinator will work collaboratively with all program staff and the Executive Director to meet the social-emotional needs of the Club's members, as well as to better support their families. The Wellness Coordinator will oversee a wide variety of programs and initiatives to support our members with the overarching goal of enabling our members to thrive at the Club, at home and in their community.

Roles & Responsibilities:

- Develop, implement and lead all social-emotional learning programming, including Boys & Girls Club of America's SMART Girls, SMART Moves and Passport to Manhood, Youth for Unity; boundary trainings, mentoring initiatives, and additional evidence-informed wellness activities
- Serve as the lead resource during behavioral or emotional incidents
- Coordinate staff trainings related to trauma-informed practices and social-emotional health practices
- Supervise social work interns from local universities
- Create and implement family engagement opportunities
- Strengthen partnerships with community partners as they relate to wellness programming
- Plan and implement the day-to-day activities in accordance with established standards and goals
- Work collaboratively with all program staff
- Participate in meetings related to wellness programs and inform Executive Director and/or Director of Operations of progress and/or changes to programs and goals
- Create and maintain a culture of inclusion and respect among members
- Participate in outcome measurement processes and other evaluation programs
- Ensure quality of programs by conducting program evaluations
- Collaborate with Executive Director, Development Director and Director of Operations to complete grant applications and reporting
- Manage and enforce discipline policies and provide effective guidance
- Manage record keeping and reporting, as it relates to the programs
- Attend mandatory staff meetings and training
- Participate in special events and programs
- May be required to perform other duties as assigned by the Director of Operations, the Assistant of Director of Operations &/or the Executive Director

Requirements:

- Bachelor's degree or currently enrolled in degree program with a minimum of 90 credits towards a Bachelor's degree, specifically in social services, education, human development, or a related field, from an accredited college or university
- Experience working with youth
- Excellent planning and organizational skills
- Ability to work collaboratively with diverse communities and groups
- Ability to define outcomes and work towards positive outcomes
- Ability to use Microsoft Office products
- Excellent written and verbal communication skills
- Ability to multi-task and be flexible
- Availability to work during program hours

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

The Boys & Girls Clubs of Greater Waterbury will conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with young people.

The Boys & Girls Club of Greater Waterbury will conduct reference checks on any candidate for employment or volunteer service. All reference checks shall include two (2) professional and one (1) personal. Should any candidate for employment or volunteer service have previous experience with a Boys & Girls Club, a reference from that former Boys & Girls Club supervisor will be obtained by Boys & Girls Club of Greater Waterbury prior to extending an offer for employment or volunteer service. Additionally, the Boys & Girls Club reserves the right to seek a reference(s) from a candidate's prior employers, regardless of whether the employer(s) was provided as a reference.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a resume via email to:

general@bgcgwater.org

Applicants must provide a working cell phone number capable of receiving texts and calls. Applications will be reviewed and qualified applicants will be contacted for interviews via email &/or text.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER