

## **POSITION DESCRIPTION**

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**Job Title:** Healthy Lifestyles Coordinator  
**Department:** Program  
**Reports To:** Unit Director  
**FLSA Status:** Non-Exempt

### **JOB DESCRIPTION SUMMARY**

Plans, implements, supervises and evaluates activities provided in the Healthy Lifestyles program area, including facilitating small group.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

1. Create an environment that facilitates the achievement of positive youth development:
  - promote and stimulate program participation
  - instruct youth on violent & non- violent behaviors, helping them recognize their cycle of violence with peers, family, teachers, etc.
  - provide guidance and role modeling to members
  - provide individual interventions to support schools, parents, police liaisons and youth
2. Effectively plan, implement and facilitate group programs for up to 15 youth.
3. Develop follow-up activities and support networks for each youth.
4. Review and integrate a variety of curriculum and activities.
5. Track and monitor youth progress and development. Assess individual and group needs and tailor the program accordingly.
6. Network with and schedule local service providers, speakers, etc. to assist in facilitation.
7. Prepare grant and progress reports as needed.
8. Ensure a productive work environment by assisting staff and volunteers.

### **ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. Must have an acceptable driving record and be authorized to drive Club van.

### **EDUCATION and WORK EXPERIENCE**

**Education** Bachelor's degree or equivalent experience  
**Experience** Knowledge of healthy lifestyles programs

### **FUNDAMENTAL RELATIONSHIPS**

Maintains close daily contact with Club staff, Club members, and supervisor to receive/provide information. Maintains contact with external community groups, schools, member's parents, and other to assist in resolving problems/issues.

Revised: 5/3/16

## PHYSICAL REQUIREMENTS

- Visual:** Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours
- Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 8 hours per day
- Movement:** Ability to maneuver within work site 6-8 hours per day
- Lifting/Pulling/Pushing/Carrying:** Able to comfortably move and manipulate up to 20 lbs of weight up to 4-6 hours per day

## ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

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Employee Name

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Date