



**BOYS & GIRLS CLUB**  
OF Corvallis

**Position:** Program Analyst

**Program:** Lincoln LEC Lions Club & Garfield LEC GECKO Club

**Supervisor:** Braden Todd, Gavin Lorens Program Coordinator

**Hours:** 15-20/week

### **Organization Vision**

The Vision of the Boys & Girls Club of Corvallis is - All of our members graduate from high school, are work and college ready with skills that enable them to be self-sufficient, have a clear plan for their future, live a healthy lifestyle, and are responsible, caring citizens.

### **Position Summary**

The Boys & Girls Club of Corvallis is seeking a Program Coordinator to manage a weekly service learning program. To measure the effectiveness of both our 21<sup>st</sup> century learning enrichment sites. The service learning program coordinator is charged with managing relationships with program partners, recruiting enthusiastic and responsible community partners and community volunteers. The service learning program coordinator reports to the Learning Enrichment Club (LEC) site managers.

If this sounds like you, please apply!

### **Duties & Responsibilities**

- Recruit enthusiastic and responsible community partners
- Ensure volunteers pass background checks
- Maintain records and hours of all program volunteers
- Coordinate Service project dates and times with the LEC site managers and staff.
- Collaborate with outside organizations to best serve students
- Act as point of contact for all volunteers and agencies involved with service learning project
- Plan and carry out an end of year reading celebration for students and volunteers.
- All other duties as assigned by LEC Site Managers.

### **What you will get out of it**

Experience with a nationally recognized program

Experience in a fast-paced, high volume, successful youth development organization

Creating a relatively new program with minimal supervision and input

Experience managing volunteers.



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**Qualifications:**

- Be at least 18 years of age.
- Must pass a criminal background check
- Must attend Volunteer Orientation
- Hold a college degree or be actively enrolled in college.
- Positive, enthusiastic, nurturing demeanor.
- Ability to navigate Microsoft Office.
- Comfortable communicating via email, phone, and in person.
- Culturally sensitive, and experienced in working with people of all ages and a variety of backgrounds.

**Preferred Qualifications:**

- Experience with community outreach and/or group management.
- Able to fluently speak Spanish.
- Experience working with elementary school students.
- Major in Elementary Education, English, Non-Profit Management or related field.

**If interested please email a resume with three references to:**

**Amanda Garcia**  
**Volunteer Coordinator**  
**Boys & Girls Club of Corvallis**  
**1112 NW Circle Blvd.**  
**agarcia@bgccorvallis.org**  
**541.757.1909 x210**

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