**Company/Organization:**

Boys & Girls Clubs of Garden Grove

**Location:**

GARDEN GROVE

**Position Title:**

Program Coordinator

**Job Summary:**

Boys & Girls Clubs of Garden Grove is looking to hire a Program Coordinator at our Main Branch location!   
  
We have employment opportunities great for those interested in working with children, adolescents and families!   
  
Program Coordinators will oversee and assess programming, ensure resources and tools are available to conduct programming, ensure the implementation of Youth Development Strategies, 5 Core Program Areas and BGCA National Programs, plan and execute special events, help supervise and train staff and volunteers, provide customer service to families, and complete administrative duties. Serve as a positive role model and establish meaningful relationships that will encourage and motivate youth participation!   
  
**Mission:**   
To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.   
Added Benefits:   
• Room for growth & training opportunities!   
• Weekends & holidays off!   
• Impact youth in the community!   
  
  
**Schedule/Pay:**   
Full time 30+ hrs/wk, M-F, Tu 1:00-8:00pm, occasional evening & Saturday hours, summer hours vary, excluding recess periods   
Starting at $14.50/hr + comprehensive benefits (medical, dental, vision, 401K, PTO, etc.)   
  
**Minimum Qualifications:**   
Must be at least 18 years of age   
High School Diploma required, preferably attending college   
At least 1 year of supervisory experience   
Reliable transportation, safe driving record, at least two years of driving experience, valid CA driver license and automobile insurance   
Must clear screening and background check   
  
It Starts With You! Apply Today! Click HERE or go to www.bgcgg.org/be-involved/careers for more information.   
  
BGCGG is an equal employment opportunity employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, gender expression, gender identity, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.