



Boys & Girls Clubs
of the San Luis Valley

POSITION DESCRIPTION

TITLE: Socio-Emotional Learning Coordinator

REPORTS TO: Executive Director

PRIMARY FUNCTION:

To coordinate Socio-Emotional Learning projects including supporting implementation of SEL in the Boys & Girls Clubs of the San Luis Valley (BGCSLV) and training for in- and out-of-school educators in SEL practices.

KEY ROLES (Essential Job Responsibilities):

1. Development and delivery of training related to SEL practices, the importance of and research behind SEL, and how to integrate SEL into the classroom/program.
2. Coordinate needs assessment activities in school districts and programs including conducting interviews and focus groups with key stakeholders.
3. Coordinate SEL planning sessions as described in grant deliverables..
4. Plan and coordinate training series and consultation models for different settings (e.g., early childhood, out-of-school-time programs, K-12 schools).
5. Manage projects including organizing meetings, managing communication and correspondence with BGCSLV and district staff, keeping meeting notes, monitoring project activities, proposal development and reporting.
6. Assist with budget development, grant reporting and monitoring.
7. Assist in the promotion and interpretation of the Club philosophies, methods and accomplishments as it relates to Socio-Emotional Learning.
8. Participate in Club staff and advisory meetings to ensure interests and concerns are addressed in a manner consistent with, and in conformance with, the mission and policies of the Boys & Girls Clubs of the San Luis Valley
9. Assist with any additional projects as assigned by Club management

To ensure that all children and youth, especially those who need us most, are offered opportunities to realize their full potential as responsible, caring and productive citizens of a richly diverse world.

ADDITIONAL RESPONSIBILITIES:

1. Participate in special events and/or programs
2. Engaging in training and conferences for lifelong learning specific to the role herein described.

SKILLS/KNOWLEDGE REQUIRED:

Accomplished professional experience in one or more of the following settings: PK-12 schools, early childhood centers, out-of-school-time programs.

Bachelor's degree in school psychology, social work, education, early childhood development, psychology, or related field

The ideal candidate will have the following experience, expertise, and skills:

1. Masters degree in school psychology, social work, education, early childhood development, psychology, or related field or equivalent.
2. Excellent oral and written communication skills.
3. Training/adult education experience.
4. Excellent organizational skills.
5. Knowledge of social and emotional learning, especially evidence-based curricula and practices.
6. Commitment to Boys & Girls Clubs of the San Luis Valley's mission.
7. Experience working with diverse population

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

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