



Job Description: Program Coordinator

The Bloc spreads the love of boxing to provide resources and opportunities to Chicago's communities. We believe in the power of Chicago's youth, and we embrace our responsibility to help young people reach their full potential.

Boxing is the vehicle we use to build meaningful relationships, provide a productive outlet, and connect youth to life-changing resources. Fighters in The Bloc engage in intensive 10-week boxing training camps, paired with academic, social/emotional, and experiential learning services.

The Bloc is seeking full-time and part-time Program Coordinators to support our sports-based youth development functions as we scale our impact to 300 young people in the next year. Reporting directly to the Program Manager, the Program Coordinators will assist with vital programming and logistical details to support program function.

To be considered for this position, please send a resumé and three references to apply@theblocchicago.org

Responsibilities

As a Program Coordinator, your responsibilities may include:

- Boxing Programming
 - Take and track daily attendance for fighters
 - Support boxing training under the direction of the head boxing trainer
- Transportation
 - Use company-owned vehicles to pick up and drop off fighters
- Facilities Management Support
 - Prepare spaces by cleaning and organizing the facility
 - Set up and break down spaces for programming
 - Perform basic equipment and technology upkeep tasks
- Social/Emotional Learning Support
 - Facilitate team building and social/emotional learning activities to groups of 12-20 fighters
 - Build positive relationships with fighters and their families
 - Perform regular social/emotional and academic check-ins with fighters
 - Collect and track grades at frequencies determined by the Program Managers
 - Administer social/emotional learning tests and communicate results
- Recruitment
 - Attend recruitment visits at schools and community centers to expand enrollment
- Family Communication

- Become a point of contact for fighters and their families to communicate training dates, milestones, behavioral concerns, absences, and special events

The Ideal Candidate Will

- Model the respect, reliability, ambition, integrity, and determination we expect from our fighters
- Be driven by a mission to improve life for youth on Chicago's West Side
- Work collaboratively with others in a dynamic environment
- Have a history of successful work in positions that require them to prioritize a wide range of tasks
- Be organized and prompt
- Be technologically proficient, with an emphasis on skilled in Microsoft Office and Google Drive use
- Communicate in a clear, timely, effective manner over email, video conferences, and phone calls.

Compensation

Job Type: Part Time

Pay: Starting at \$17/hour

Schedule: Monday - Thursday, 2:00pm-7:30pm, Saturday, 10:30am - 5:00pm