



BOYS & GIRLS CLUBS
OF SOUTH PUGET SOUND

TITLE: Program Director
REPORTS TO: Henry T. Schatz Area Branch Director
HOURS: Day and evening hours
LOCATIONS: **Eastside Branch** (4818 E. Portland Ave, Tacoma 98404)
SALARY: \$35,000 to \$42,000 DOE
CLOSING DATE: Tuesday, September 26th

PRIMARY FUNCTION:

Responsible for management and delivery of a broad range of programs within a designated Clubhouse, such as Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts and Sports, Fitness and Recreation. Plan, develop, and oversee the implementation of programs and supervise program staff. This position reports to the Area Branch Director.

DESCRIPTION OF RESPONSIBILITIES:

Prepare Youth for Success

1. Plan, deliver and oversee the administration of designated Clubhouse programs and activities that support Youth Development Outcomes:
 - Establish Clubhouse program objectives consistent with organizational goals, mission and BGCSPS culture.
 - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
 - Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - Demonstrate skills and provide leadership to assure appropriate conduct, safety and development of members.

Program Development and Implementation

2. Establish and maintain Clubhouse program goals and settings that make certain the health and safety of members. Effectively communicate standards of program; ensuring that site staff understand expectations; that program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.
3. Evaluate Club programs on a continual basis and ensure programs and activities respond to member needs and address their gender and cultural diversity.
4. Control Clubhouse program and activity expenditures within approved budget.

Supervision

5. Hire part-time program staff within guidelines with support from Human Resources.
6. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Complete performance evaluations on all part time program specialist staff. Identify and support training and development opportunities for assigned volunteers and staff.
7. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
8. Ensure productive and effective performance by all program staff and volunteers.

Other

9. Oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
10. Required to drive Club van periodically.
11. Meet with parents concerning member and branch issues to include discipline, suspensions as well as other identified needs or activities.
12. Other duties as assigned related to this position.

MINIMUM REQUIREMENTS:

- Four year degree in related field from an accredited college or university, *preferred*.
- A minimum of three years work experience in a Boys or Girls Club or similar organization planning, supervising staff and supervising activities based on the developmental needs of young people.
- Must pass National Criminal Background Check
- Must be able to work a flexible schedule, which may include evenings, weekends and/or holidays
- CPR/First Aid certifications – able to obtain on the job
- Current driver's license, ability to meet agency required driving record and vehicle liability limits, Must pass pre-employment drug test

SKILLS/KNOWLEDGE REQUIRED:

- Knowledge of procedures and policies in administration, staffing and fiscal management.
- Demonstrated ability to supervise and evaluate the work of others.
- Strong communication skills, both verbal and written.
- Sound technical skills (including proficiency with Word, Excel, PPT, Outlook and Google), analytical ability. Ability to incorporate findings from data to make programmatic and operational improvements.
- Group leadership skills, including an understanding of group dynamics and ability to run group activities in the gym, games room, etc., as well as outdoors on our playing fields.
- Demonstrated organizational, staff and project management abilities.
- Ability to work effectively and productively with young people, parents and community leaders.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position regularly involves lifting, bending, reaching, standing, walking, talking, hearing, seeing, keyboarding, and grasping. The worker is subject to both indoor and outside environmental conditions in that activities occur indoors and outside. This individual is required to work around youth and adults where noise levels may be moderate to high during some activities.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

EQUAL EMPLOYMENT OPPORTUNITY

The Boys & Girls Clubs of South Puget Sound is an equal opportunity employer. It is our policy to base all employment decisions without regard or consideration for any individual's race, sex/gender, religion/creed, pregnancy, age, physical or mental disability, marital status, national origin, genetics/genetic markers, ancestry, Veterans or military status, sexual orientation or any other characteristic protected by applicable federal, state or local law.

TO APPLY:

****Interested candidates please send cover letter of interest and resume to: jobs@bgcsps.org. In the subject line Include the following: **Eastside Program Director (Your Name)******

Director of Human Resources
Boys & Girls Club of South Puget Sound
3875 So. 66th Street, Suite 101
Tacoma, WA 98409

Or email to: jobs@bgcsps.org