



BOYS & GIRLS CLUBS
OF THE GULF COAST

POSITION DESCRIPTION

TITLE: Program Director

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Manager

Exempt Non-Exempt

POSITION SUMMARY:

Independently, responsible for overseeing the delivery of a broad range of programs within a designated Clubhouse, such as Education, Special Education, Social Recreation, Arts & Crafts and Physical Education. Plan, develop, oversee implementation, and supervise programs and program staff.

ESSENTIAL RESPONSIBILITIES:

PREPARE YOUTH FOR SUCCESS

- Plan and oversee the administration of the designated Club program and activities that support Youth Development Outcomes:
 - Establish Club program objectives consistent with organizational goals and mission
 - Oversee the provision of day-to-day program activities in accordance with policies and procedures of the organization and established goals
 - Ensure that members are encouraged to participate in a variety of fun program areas/activities and receive instruction and constructive feedback to develop skills in program area(s)
 - Coordinate the work of the program staff team in a smooth functioning manner
 - Demonstrate leadership to assure conduct, safety and development of members

PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Establish and maintain Club program goals and a fun environment that insure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are clean, safe, well ventilated, and well lit; and the club equipment is maintained in good working condition;
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Ensure the evaluation of Club programs on a continual basis and use outcome measurements as the program evaluation framework to assess the strengths of the program and to identify areas for improvement; Ensure programs/activities respond to member needs and address their gender and cultural diversity
- Maintain regular outreach activities by making regular visits to schools and other youth-related organizations
- Responsible for developing and implementing a schedule for all Club programs and events, and the dissemination of timely information

SUPERVISION

Program Director

- Allocate and monitor work assigned to program volunteers and staff providing ongoing feedback and regular appraisal; Identify and support training and development opportunities for assigned volunteers and staff
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation of figures, notable achievements and any problems/issues
- Ensure productive and effective performance by all program staff and volunteers

PUBLIC RELATIONS

- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promoting through mailings, fliers and media releases

ADDITIONAL RESPONSIBILITIES:

- May 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
- May be required to run sessions in classrooms if instructor not available
- May be required to drive Club van periodically
- May consult with parents concerning member and unit issues
- May handle deposits and banking transactions
- Participate with staff in organizational events, special community events, and fundraisers
- Assume other duties as assigned

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintain contact with other Clubs, vendors, consultants, organizations, government agencies and others to achieve program goals and objectives, manage costs, share information, and resolve problems.

SKILLS/EXPERIENCE REQUIRED:

- Four-year degree in related field from an accredited college or university, or equivalent experience
- A minimum of five years work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics
- Demonstrated organizational, staff and project management abilities
- Mandatory CPR and First Aid Certifications
- Must obtain a Commercial Drivers Licenses within 60 days of hire

REPORTING TO THIS POSITION: Program Instructors

Program Director

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Physical demands: While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, computers, files, and other general office equipment and products. Employee may be asked to lift and/or move up to 35 pounds. Employee must occasionally visit Boys & Girls Clubs of the Gulf Coast Clubs.
- Work environment: The noise level in the work environment is usually low, when visiting the Clubs, noise level may be moderate to loud.

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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

GENERAL STATEMENT: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description.

Signed by: _____
Incumbent Date

Approved by: _____
Unit Manager Date