



BOYS & GIRLS CLUBS
OF COASTAL CAROLINA

POSITION DESCRIPTION

TITLE:	PROGRAM DIRECTOR
CLASSIFICATION:	Full-Time ~ Exempt
DEPARTMENT:	Program
REPORTS TO:	Club Director
HOURS:	Minimum 40 hour work week, additional hours as directed

POSITION SUMMARY:

The Program Director is responsible for overseeing the implementation of BGCA approved programs as well as the design, implementation, supervision and evaluation of locally designed programs. Oversees the curriculum development and outcome management of these programs. Serves as a liaison between parents, schools, community groups and Club members. Works in partnership with the Club Director to ensure that a myriad of pro-social and youth development opportunities are available to all Club members. Provides for the supervision and training of staff, equipment management and program outcomes.

PRIMARY RESPONSIBILITIES:

- *Plan*, develop, implement and evaluate all programs designed to improve the academic test scores. These programs include but are not limited to such well established opportunities as Power Hour and Triple Play.
- *The Program Director* is personally involved in Club programming and demonstrates high levels of enthusiasm towards Club members and visitors with encouraging participation.
- *Assure* proper staffing of the function including strict attention to ratios for adult supervision as provided by BGCCC (maximum ratio of 25 : 1).
- *Schedules* activities on a rotational basis for Club members and assures proper staff supervision is in place by providing equitable and consistent participation in all Club activities.
- *Designs* and implements a compelling and enriching extra-curricular program of field trip activities to provide a hands on educational experience for club members, with particular emphasis on winter and spring breaks as well as summer schedules.
- *Acts* as a liaison with faculty and staff of represented elementary schools, middle schools and high schools to assure consistent application of academic standards and teaching methods.

- *Provides* for the safety and health of all club members, staff, and outside groups through effective use of staff and material resources.
- *Ensure* productive and effective performance by all program staff and volunteers.
- *Increase* visibility of Club programs via posting of daily schedule, announcements of upcoming events and the distribution of timely information to members and families.
- *Log* onto www.BGCA.net and spend time reviewing material weekly.
- *Ensure* that program areas have the proper supplies on hand and create a list of supplies in advance to order when necessary.
- *Ensures* a respectful, responsible and safe climate for all members at all times. This includes programs the Program Director is running as well as the surrounding visible areas.
- *Make* sure all equipment is in good working condition and that it is being used in its intended manner.
- *Must* show a positive and inspirational attitude at the club for club staff, members and parents.
- *Should* constantly praise members for good efforts and provide constructive feedback to ensure members get the most out of every experience.
- *Must* be able to recognize challenging situations and have the ability to diffuse the situation; be able to construct one-on-one sessions with members for problem solving and conflict resolution.
- *Develop* positive values and ethical behaviors within the members, and strive to model these values and behaviors not only while working but outside the Club as well.
- *Manages* administrative functions for programs and activities within assigned resources. Oversees proper record keeping and reporting including activities and events conducted breakdown of daily participation figures, notable achievements and any problems/issues. Oversees programs within established budgetary guidelines.
- *Maintains* close and daily contact with Club Director. Interpret and explain organizational mission, programs, objectives and standards, issues, and provide/receive information.
- *Complete* BGCA Spillett University courses as directed by Immediate Supervisor.

ADDITIONAL RESPONSIBILITIES:

- Assists staff on special events.
- *May* handle deposits and banking transactions.
- *Assess* facility needs and perform janitorial duties or manual labor as needed – mopping, cleaning tables, trash removal, painting, playing games, moving equipment etc.
- *May* be required to drive Club van periodically
- *Handle* other duties and responsibilities as deemed necessary or important as assigned.

QUALIFICATIONS:

- *Education:* Bachelor's Degree from an accredited college/university preferred or equivalent experience.
- *Effective* interpersonal skills (including oral and written communication) particularly with elementary, middle and high school aged students. Also must possess the ability to deal effectively with parents, community leaders, educators, administrators, other staff and volunteers.
- *Experience* in providing leadership and overall problem solving

- *Working* knowledge of the physical, cognitive, emotional and social development needs of Club members.
- *Knowledge* of budget preparation, financial controls and effective fiscal and asset management helpful.
- *Ability* to recruit, train, supervise, motivate staff and to deal effectively with members including discipline problems.
- *Basic* computer skills required and familiarity with Microsoft programs.
- *Must* have current CPR/First Aid Certification or be willing to be certified through BGCCC offered training.
- *Must* have a valid Driver's License, a clean driving record and pass all mandatory checks including criminal records, background and drug screening.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- *Physical Demands:* Some lifting, carrying, pushing and/or pulling, stooping/kneeling, reaching with hands and arms and finger dexterity. Extended talking, listening, sitting, walking and standing; computer viewing, and keyboard entry. Must be able to lift at least 25+ pounds. High energy, driven, dedicated, motivated, confident, flexible and creative. Ability to work for prolonged periods at high levels of activity, managing multiple tasks with varying deadlines and attending to details.
- *Work environment:* The noise level in the work environment is usually loud and at times moderate or very loud. Work sites are usually located in low income areas and challenging neighborhoods/communities. Position also requires direct and indirect supervision of elementary, middle and high school aged children. Requires employee to work with challenging youth and family members; may be exposed to emotional outbursts from members or their family members. Position requires regular branch site hours, regular school site hours and night and weekends as needed to supervise and respond to site and organization needs and requirements, includes but not limited to meetings, phone calls, texts and emails as needed.
- *Employee* must have own transportation, a valid CDL driver's license, a clean driving record and be willing to transport volunteers, staff and youth as needed; must be able to drive to any Club site and special event; work requires ability to function in both an administrative office and youth program areas.

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