



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Position Posting

TITLE: Program Director

PERFORMANCE PROFILE SOURCE: Youth Development Professional

REPORTS TO: Unit Director

CLASSIFICATION: Non-Exempt Exempt

POSITION SUMMARY:

The Program Director is responsible for overseeing the delivery of a broad range of programs in the Boys & Girls Clubs impact areas of Education, Character & Leadership, The Arts, Health & Wellness, Sports & Recreation, and Career Development. Directly supervises part-time program staff (approximately 25 during the school year/ 50 during the summer) and 2 full-time staff members. Ensures program is delivering on organizational and club specific goals. Assists Unit Director in managing budgets and controlling expenditures for programming. Responsible for creation of daily schedules for both youth and staff.

Key Competencies:

- Oversees the administration of designated Club programs and activities that support Youth Development outcomes
- Develops daily schedule of activities for youth and placement of staff
- Ensures members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program areas
- Demonstrates leadership to assure conduct, safety, and development of members
- Assists Program Management Team in evaluation of Club programs on a continual basis and ensure programs/activities respond to member needs
- Ensure program areas are safe and Club equipment is maintained in a good working condition
- Maintain clear program goals
- Communicate to and ensure that program staff understands standards of programs
- Control Club program and activity expenditures within approved budget
- Allocate and monitor work assigned to program staff and volunteers, providing ongoing feedback and regular appraisal
- Identify and support training and development opportunities for assigned volunteers and staff
- Maintain employee schedules and meet with program staff on a regular basis
- Oversee proper record-keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues
- Ensure productive and effective performance by all program staff and volunteers

KNOWLEDGE/SKILLS REQUIRED:

- Bachelor's Degree in Early Childhood Education, Child Development, Special Education, Elementary Education, Human Services, or related field
- Minimum three years' work experience in a Boys & Girls Clubs or similar organization planning and supervising activities based on the developmental needs of youth
- Demonstrated knowledge of principles related to youth development and group leadership skills
- Ability to deal effectively with multi-age children, small groups of children in activities and free play, and large groups of children in organized activities

WORKING HOURS:

Typical hours: Monday-Friday 10am-7pm (occasional nights & weekends).

COMPENSATION:

Compensation will be competitive and commensurate with experience. A comprehensive benefits package is provided.

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

To Apply:

Qualified interested candidates should send cover letter and resume and **MUST INCLUDE** salary requirements to the Human Resources Department at hr@bgccc.com. Position will remain open until filled.

EOE/DFWP/SFWP