



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Job 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 Programs Schedule; and planning, development, implementation and evaluation of a broad range of programs for youth between the ages of 6 and 18 within a designated Club including programs in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts and Sports, and Fitness and Recreation. Provide leadership and supervision to program and volunteer staff; manage budgets and control expenses as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge

Demonstrated knowledge of principles related to development of youth between 6 and 18 years of age, group leadership skills, and an understanding of group dynamics.

Education

Four-year college degree from an accredited college in related area/areas of youth development required.

Experience

Minimum of three years experience in the operation of a Boys & Girls Club (or similar organization) preferred.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision Making Skills:** Analyzing
- **Developing Organizational Talent:** Delegating
- **Leadership Skills:** Team Building
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development
- **Organizational Skills:** Strong Attention to Detail
- **Planning Skills:** Action Planning and Organizing, Monitoring
- **Relationship Skills:** Teamwork
- **Safety, Health and Environment Skills:** Supporting a Safe Environment

KEY ROLES - Competency Areas:

PREPARING YOUTH FOR SUCCESS

- Establish Programs, Activities and Services that Prepare Youth for Success
- Create a Club Environment that Facilitates the Achievement of Youth Development Outcomes
- Manage the entire scheduling of activities and staffing for over 600 youth daily.

HEALTH AND SAFETY

- Ensure a Healthy and Safe Environment
- Ensure that Facilities, Equipment and Supplies are Maintained

PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Plan, Develop, Implement and Evaluate Programs, Services and Activities

SUPERVISION

- Supervise the Performance of Assigned Program Volunteers and Staff
- Interviews, hires, and is the direct supervisor of all part-time and select full-time program staff to ensure the organization recruits and retains the most qualified individuals for Program positions.

TECHNOLOGY

- Update and Maintain Skills in Use of Current Technology and Information Management Systems

PARTNERSHIP DEVELOPMENT

- Develop Partnerships with Parents and External Organizations

MARKETING AND PUBLIC RELATIONS

- Develop and Maintain Public Relations

ADDITIONAL ACCOUNTABILITIES:

Supervisory Responsibilities

- Provide direct supervision to volunteers and staff.
- Provide leadership at special programs and/or events.
- Oversee the transportation of youth to and from the club.
- Ensures the safety and security of youth following all club rules and regulations and oversees corrective measures as necessary.

Budget Responsibilities

- Limited control expenditures against an assigned budget.
- Direct budget responsibilities to authorize expenditures of agreed-upon budget program lines items as approved by supervisors.

Relationships

Internal:

Maintain daily contact with Club staff, including full time, part time, program and volunteers, to discuss issues challenges and opportunities; provide and receive information as warranted. Provide guidance and discipline to members.

Relationships – continued

External:

Maintain contact with other youth-serving agencies and parents of members and other youth served.

Other Requirements

- CPR and first aid certifications
- Valid (state) driver's license
- Meet the eligibility of insurance company regulations for operating Club vehicle(s)
- Must be able to lift 20 lbs as needed.

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Regularly speak clearly and hear the spoken word.

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 will send cover letter, resume and salary requirements to Jaime Buitrago, Human Resources Director at hr@bgccc.com. Position will remain open until filled.

EOE/DFWP/SFWP