



Title: 21st Century Community Learning Centers (CCLC) Project Manager
Reports To: Boys & Girls Club Immokalee Club Director
Classification: Exempt

Job Summary

Boys & Girls Club of Collier County's 21st CCLC Project Manager coordinates the delivery of developmentally appropriate instructional programs as prescribed by 21st CCLC agreements. The Manager is responsible for coordinating and leading 21st CCLC Academics and Personal Enrichment activities. This position requires skill in planning and organizing services; in maintaining records, preparing written reports, and in maintaining effective working relationships with others. The Project Manager maintains positive and engaging relationships with school administration, community partners, and stakeholders. The Project Manager directly supervises 3 Site Coordinators and is also directly responsible for all operations at one school-based afterschool program.

Responsibilities

- Plan, develop, implement and evaluate site programs, services and activities in cooperation with the 21st CCLC Quality Assurance Manager and Area Director
- Set and monitor performance standards as set in grant requirements
- Collect and document all objectives, outcomes, student data and other information as needed in reports and in coordination with Quality Assurance Manager
- Supervise three direct reports with a collaborative and positive spirit of leadership
- Manage grant expenditures to remain within approved budgets
- Manage supplies inventory for hands on project-based learning
- Conduct program orientation for staff, parents and students
- Develop system for regular communication with families and coordinate family events
- Coordinate community partnerships and contracted services to enhance experiences for students
- Oversee supervision of students from beginning of program to release at end of day at assigned school site
- Ensure that sites have a posted schedule (and is followed consistently) and daily written lesson plans with staff assigned to specific duties
- Hire and supervise part-time program teachers/assistants
- Recruit, enroll and retain students who are recommended for the program; keep student/staff files updated and in compliance
- Monitor overall participant attendance
- Demonstrate flexibility and ability to manage challenging situations, including helping to monitor and supervise students during the afterschool program
- Develop and maintain relationships with community leaders and organizations

- Maintain routine contact with principal, teachers, afterschool staff and volunteers to discuss issues, challenges and opportunities for collaboration
- May substitute for Site Coordinators when necessary
- May attend various functions and meetings that occur before or after normal business hours and/or weekends. This is limited with advance notice provided.
- Perform other duties as assigned by supervisor

Experience & Qualifications

- Three years of experience managing youth development programs
- Supervisory experience
- Positive attitude with a strong belief in a team mentality.
- Strong communication, organization, and writing skills.
- Detail oriented
- Commitment to helping all students succeed
- Proficient in Microsoft Office

Additional Qualifications

As a person you are:

- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A compassionate and results-oriented manager — you enjoy mentoring and developing direct reports and are skilled in motivating a team to outcomes.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

Education

Minimum four-year degree in a related field from an accredited college or university.

Compensation

\$50,000-\$55,000 commensurate with experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave, and performance-based bonus.

To Apply

Qualified interested candidates please send resume to the Human Resources Dept. at hr@bgccc.com.

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.

EOE/DFWP/SFWP