



Title:	Program Director
Reports To:	Nichols Club Director
Salary Range:	\$48,000-\$53,000 based on education and experience
Job Location:	Nichols Club, Naples

Job Summary

The Program Director will have primary day-to-day responsibility for planning, implementing, and managing all daily Club programs in the outcome areas of academic success, healthy lifestyles, good character & citizenship, and the arts, as well as guide and manage part-time staff of youth development professionals. This individual will work closely with the Club Director (direct supervisor) to ensure the successful delivery of outcome-driven programs, special events, summer programs, and after-school programs for youth aged 6 to 18. In the absence of the Club Director, the Program Director is responsible for the Club.

Work hours will typically be 10am-7pm.

Key Responsibilities

Leadership and Management

- Oversee the delivery of day-to-day programming in accordance with established criteria and goals. Manage the entire scheduling of activities and staffing for Club youth daily.
- Collaborate closely with the Club Director to align program initiatives with organizational objectives. Provide critical support to the Club Director in planning, executing, and evaluating programs and activities.
- Establish and track all data and key performance indicators (KPIs) to measure the effectiveness of programs and services. Analyze data on member participation, program impact, and member satisfaction to assess progress toward established goals.
- Oversee proper record keeping and reporting including activities and events, breakdowns of daily participation figures, notable achievements, and any problems/issues.

Professional Development and Training

- Monitor and direct work assignments of program staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for staff.
- Mentor part-time professionals in the field, fostering their growth.
- Collaborate with the Club Director in creating and executing a year-round training calendar that meets the operational/program needs of the organization for effective delivery of services.
- Maintain a record of all training for each staff member.



Supervisory and Support Services

- Ensures the safety of youth following all Club rules and regulations and oversees corrective measures as necessary.
- Ensure program staff understand and effectively communicate program standards as well as keep program areas safe and healthy for members.
- Conduct preliminary investigations and follow up on all incident/accident reports.
- Provide guidance and discipline to members while also encouraging members to participate in a variety of programs and activities.
- Provide leadership at special programs and/or events.
- Oversee transportation of youth to and from the Club from special events.
- Implement youth outreach activities, promoting programs and services to increase service goals and enrollment.
- Assist in recruitment, management, and engagement of staff and volunteers.

Additional Responsibilities

- Perform other duties assigned.
- Maintain close, daily contact with Club staff, Club members, and supervisor for effective communication, guidance, and support.
- Foster positive relationships with members' parents and other stakeholders.
- Foster an inclusive and diverse environment by ensuring programs and activities are accessible and cater to the diverse needs and backgrounds of Club members. Implement strategies to foster an inclusive atmosphere that celebrates differences and promotes equity.

Education, Experience & Qualifications

- Minimum requirements include a Bachelor's Degree in Education or related field and at least three years of experience in a Boys & Girls Club or similar organization, focusing on youth development programmatic planning, implementation, training, and direct supervisory and training experience. An Associates degree with at least five years experience in areas noted above may be considered.
- Demonstrated ability to effectively communicate, manage, lead, and motivate a team.
- Leadership skills, including negotiation, problem solving, decision making.
- Ability to handle crises and resolve conflicts, disputes, or concerns in the Club.
- Excellent oral and written communication skills.
- Red Cross/CPR certification within 90 days of employment.
- Meet the eligibility of insurance company regulations for operating Club vehicles.
- Understanding of and deep appreciation for the mission, vision, and values of Boys & Girls Club of Collier County.
- The successful candidate will also be highly flexible and willing to work in a fast-paced environment.
- Bilingual English/Spanish or English/Creole a strong plus.



Additional Qualifications

As a person, you are:

- A passionate and high-energy champion of kids— you love building opportunities for success for young people and bring versatile development knowledge and skillsets.
- 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 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.

Compensation

\$48,000-\$53,000 commensurate with education and experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave, and performance-based bonuses.

To Apply

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

Physical Requirements and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee occasionally is required to stand, walk, sit, use hands to handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl, talk or hear; and taste or smell. The employee occasionally must lift or move up to 20 pounds.
- Limited travel is required.

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