



BOYS & GIRLS CLUB
OF MENOMINEE/MARINETTE

DAR Boys & Girls Club of Menominee/Marinette

JOB DESCRIPTION

Title: Program Director
Performance
Profile Source: Youth Development Professional
Department: Program
Reports To: Chief Professional Officer

Exempt Non-Exempt

Primary Function:

Responsible for overseeing the delivery of a broad range of programs within a designated Clubhouse, such as Education, Social Recreation, Arts & Crafts and Physical Education. Plan,

develop, oversee implementation and supervise programs and program staff.

Key Roles (Essential Job Responsibilities):

Prepare Youth for Success

Plan and oversee the administration of designated Clubhouse programs and activities that support Youth Development Outcomes.

- Establish Clubhouse program objectives consistent with organizational goals and mission.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
- Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

- Establish and maintain Clubhouse program goals and settings that insure the health and safety of members.

- Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that Club equipment is maintained in good working condition.
- Ensure the evaluation of Club programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
- Control Clubhouse program and activity expenditures within approved budget.

Supervision

- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problem/issues.

- Ensure productive and effective performance by all program staff and volunteers.

Marketing and Public Relations

- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, social media, web sites and media releases.

Additional Responsibilities

- May oversee special programs and /or events (i.e. Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
- May be required to drive Club van periodically.
- May consult with parents concerning member issues.
- May handle deposits and banking transactions.
- Assist with fundraisers and marketing.

Relationships:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instruction; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools, member's parents and others to assist in resolving problems.

Skills/Knowledge Required:

- Four years degree in related field from an accredited college or university, or equivalent experience.
- A minimum of five years' work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the development needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrate organizational, staff and project management abilities.
- Mandatory CPR, First Aid and AED trainings.

To apply please send a cover letter, resume and 3 references by February 5, 2020 to rcrevier@thedar.org.