



POSITION DESCRIPTION

Position: Program Lead

Reports To: Club Director

Status: Part-Time /Non- Exempt

Last Revision: August 19, 2019

Summary:

The Program Director (PL) is a member of the professional Staff team, supporting all Club programs, activities and events. The PL is responsible for the coordination and implementation of the Clubs youth programs, supervising personnel, providing continued staff training, the care and upkeep of the facility, community relations, budget development and control, resource development and membership administration. The PL provides guidance and leadership to program staff and members. The PL oversees the core program services to ensure a safe, fun, positive Club environment. The PL also ensures expectations are met as set forth by the mission, youth development strategy, Formula for Impact and goals of the Boys & Girls Club movement.

Qualifications:

- High School Diploma (required)
- One-year youth program management experience (preferred)
- Previous experience in customer service (desired)
- Previous experience in facility management (desired)
- Ability to pass a background check (required)

Skills/Knowledge:

- Strong communication skills, verbal and written
- Strong time-management skills to prioritize tasks and deadlines while maintaining a balanced schedule
- Strong initiative and ability to work independently; self-starting and motivated
- Ability to use standard office and information technology equipment (computer, phone, fax, copier)
- Ability to use Microsoft Office products (Word, Excel, etc.)
- Ability to work with diverse personalities in a busy, stressful environment
- Ability to work with and contribute in a team setting
- Ability to be flexible and adaptable
- Ability to learn membership tracking software
- Ability to learn facility management processes

Working Conditions:

The Program Lead position will work primarily when Club programs are session. The PL shall work directly with staff during peak program activity times, and provide leadership in all Club programs, events, and activities to include early release days, evenings, and Saturday programming. The PL may occasionally be required to support after-hours or weekend events. This is an exempt position.

Primary Responsibilities:

Leadership

- Establish programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of the Optimal Club Experience
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained
- Ensure compliance with organization policies

Strategic Planning

- Plan, develop, implement and evaluate (based upon current Boys & Girls Clubs methodologies) overall programs, services and activities to ensure they meet stated objectives and member needs and interests
- Compile regular reports reflecting all activities, attendance and participation

Resource Management

- Manage financial resources and assist in the development of annual budgets
- Manage and control expenditures within given budget
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups

Human Resources Management

- Recruit, manage and provide career development opportunities for staff and volunteers
- Conduct regular staff meetings

Partnership Development

- Develop partnerships with parents, community leaders, school district & schools and organizations

Special Event Management

- Assist with Board of Directors and Scholarship Committee special events as directed
- Assist in the planning, development, implementation and evaluation of Staff special events

Marketing and Public Relations

- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community

Additional Responsibilities:

- Must obtain Commercial Driver’s License to help with Club transportation and programming
- Ensure that Club activities and discipline are appropriate and meet the mission and policies of the Boys & Girls Clubs of the Lewis Clark Valley
- Exercise authority in problems relating to members; utilize guidance and discipline plan
- Purchase or approve purchase of supplies and equipment within given budget allowances
- Attend weekly Team meetings
- Provide leadership and support in all Club programs, events and activities
- Adhere to all policies and procedures established by the Boys & Girls Clubs of the Lewis Clark Valley
- Maintain a clean work environment throughout the Club areas

Relationships:

Internal

- Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information
- Maintain regular contact with members as needed to discipline, advise, and counsel

External

- Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize the Club (example: Board of Directors, contributors, volunteers)
- Maintain positive, friendly and professional interactions with cooperating organizations
- Maintain positive and friendly interaction with all individuals who come in contact with the Boys & Girls Clubs of the Lewis Clark Valley

Disclaimer

The information presented indicates the general nature and level of work expected. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this position. This Position Description will be reviewed annually with the employee during Performance Appraisal.

I HAVE READ AND AGREEE TO CARRY OUT THE ABOVE STATED
JOB RESPONSIBILITIES

EMPLOYEE SIGNATURE

DATE