



BOYS & GIRLS CLUBS
OF LARIMER COUNTY

Mission: To enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

POSITION TITLE: Club Director

REPORTS TO: Area Director

JOB SUMMARY: The Club Director directs and oversees the overall daily operations of the Club to support Youth Development Outcomes consistent with organizational goals and mission. This position is responsible for staff management and development, programmatic impact, grant implementation and reporting, and community outreach. This position requires high energy, enthusiasm for BGCLC's mission, and the ability to adapt to future needs and growth. Successful candidates will be able to build strong professional relationships with staff, parents, Club members and community.

KEY ROLES (Essential Job Responsibilities):

- Ensure the physical and emotional health and safety of Club members at all times.
- Establish program objectives consistent with the 5 key elements for positive youth development; fun, safe and positive environment, recognition, supportive relationships, opportunities and expectations.
- Provide guidance and act as a role model/mentor to assure conduct, safety and development of all members.
- Participate in regular program meetings, staff meetings and trainings.
- Help maintain facilities and equipment to ensure a productive and clean work environment, reporting major issues to supervisor.
- Maintain close professional daily contact with all staff members, supervisor, and volunteers.
- Adhere to all BGCLC policies and procedures.

Programming and Club Experience:

- Supervise overall Club operations, ensuring the health and safety of all members, volunteers, parents and staff.
- Ensure that safety protocols are implemented in every program space at all times.
- Conduct annual safety drills and participate in safety trainings both on and off site.
- Lead and instruct staff members to host special Club events, teen nights, family nights, educational events, etc.
- Strategically plan programs that enhance program quality
- Review and approve all program plans and schedules.
- Participate in program evaluations and assessments as related to grant requirements and/or outcome data gathering.
- Ensure impact assessments are utilized and completed on a regular basis.
- Be aware of BGCA incentives and programs, implement into daily Club programming as applicable.
- Establish strong and professional relationships with families and youth.
- Create member behavior and safety plans as needed.
- Serve as a primary contact person for all Club parents.



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- Assist with food service in the Club, following all Food Bank/Health Dept. safe food handling protocols.

Administrative:

- Oversee the administrative functions of the Club; i.e. financial transactions, membership enrollment, data collection, program attendance, etc.
- Compile and complete accurate grant reports in a timely manner.
- Oversee grant requirements for Club site.
- Ensure that all necessary paperwork and training is completed for all new employees and volunteers.
- Complete regular audits of member tracking systems. Assist with annual reports.
- Create and manage yearly budget for the Club, as approved by the Board of Directors.
- Attend and assist with organizational wide staff meetings and trainings.

Community Outreach:

- Regularly meet with local school principals and support staff.
- Attend local community meetings as needed and be up-to-date on community happenings and events.
- Represent BGCLC at community events when needed, i.e., local parades, open houses, school events, community fairs, etc.
- Participate in youth committees and/or coalitions.
- Attend BGCLC fundraising events as needed.
- Attend other community events and meetings as needed.
- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and community.

Leadership and Staff Development:

- Oversee all program staff within the Club site.
- Recruit, manage and provide career development opportunities for staff and volunteers.
- Organize regular scheduled meetings with staff members and volunteers.
- Ensure that effective and transparent communication occurs within Club.
- Communicate clear and achievable expectations to staff members.
- Ensure that reviews and coaching occur on consistent and timely basis with all program staff.
- Create staff development plans for each full time staff member.
- Help to create training programs and opportunities for staff members.
- Lead strategic change in efforts to make improvements on the Club experience for Club Members.



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Additional Responsibilities:

- May implement and oversee other unit activities or special programs/events as necessary.
- Will handle local financial transactions.
- Will be required to drive Club van.
- Evening and weekend work may be required.
- All other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- 4 year college degree or equivalent experience.
- Experience in working with children.
- Ability to motivate youth and manage behavior challenges.
- Strong communication skills, both verbal and written.
- Ability to deal with the general public.
- Mandatory CPR and First Aid Certifications.
- Valid State Driver's License with good driving record.
- Must pass a background check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: Ability to work in a fast-paced, chaotic and loud environment. Ability to continuously stand or walk. Ability to lift up to 50 pounds occasionally.

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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Boys & Girls Clubs of Larimer County is an Equal Opportunity Employer

We Offer:

- An opportunity to help positively shape the next generation of leaders
- A supportive team
- Personal and professional growth opportunities
- An engaging and fun work environment

Pay Range: \$48,000-\$50,000/year