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: Summer Site Director
REPORTS TO: Area Director
TERM: May 1, 2020 - July 31, 2020

PRIMARY FUNCTION: The Site 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 and community outreach. Successful candidates will be able to build strong professional relationships with staff, parents, Club members and community. This position will be given autonomy to make decisions within the Club location, always with the fundamental mission and vision for Club members as a priority.

KEY ROLES (Essential Job Responsibilities):

- Ensure the physical and emotional health and safety of Club members at all times.
- Create and uphold behaviour standards and guidance practices if behaviour challenges persist
- Participate in regular program meetings, staff meetings and training.
- Ensure a safe and healthy environment. Ensure facilities are kept well maintained, equipment and supplies are maintained and any other duties regarding the maintenance and appearance of the Club’s external and internal environment. Report major issues to supervisor.
- Maintain close professional daily contact with all staff members, supervisor and volunteers
- Adhere to all BGCLC policies and procedures.

PROGRAMMING:

- Plan, develop, implement and evaluate overall Club programs and activities
- Create a program schedule that includes activities in the areas of academic success, good character and citizenship, and healthy lifestyles.
- Ensure the five key elements of positive youth development are visible in every program: positive and safe environment, fun, recognition, supportive relationships and high expectations.
- Ensure that summer learning loss prevention programs are implemented daily.
- Plan and organize local field trips.

LEADERSHIP:

- Oversee all part time staff and volunteers for the summer program.
- Communicate with parents about member discipline and/or incidents as they arise.
- Develop collaborative partnerships with members, staff, parents and schools
- Communicate regularly with the Area Director.

ADMINISTRATION:

- Ensure any grant reports or narratives are completed on time.
- Ensure time cards for staff are printed and sent in on a timely basis.
- Oversee administrative functions within the Club; member enrollment, program attendance, etc
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.
● Some overtime may be required.
● All other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:
● 4 year college degree or equivalent experience.
● Strong communication skills, both verbal and written.
● Ability to manage youth behavior challenges.
● Mandatory CPR and First Aid Certifications.
● Spanish speaking preferred.
● Valid State Driver’s License.
● Must pass background check and drug test.

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