



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

POSITION DESCRIPTION TITLE: Summer Site Director

REPORTS TO: Club Director

TERM : May 11, 2020 - July 31, 2020

PRIMARY FUNCTION:

The Summer Site Director directs and manages overall daily operations of the designated Clubhouse. The position's primary function is on program development and implementation, service delivery, supervision and training of staff, facilities management, community relations and membership administration for the specified Club. This position requires high energy, enthusiasm for BGCLC's mission, and the ability to adapt during the summer program. Successful candidates will be able to build strong professional relationships with staff, parents and Club members. This position will be given autonomy to make decisions, 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.
- Establish program objectives consistent with the five key elements for positive youth development; fun, safe and positive environment, recognition, supportive relationships, opportunities and expectations.
- Responsible for creating and upholding behavior standards for youth as well as creating and upholding consequences and guidance opportunities if behavior standards are not met.
- Participate in regular program meetings, staff meetings and trainings.
- 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 to communicate Club operations and the needs of members.
- Adhere to all BGCLC policies and procedures.

PROGRAM DEVELOPMENT, IMPLEMENTATION AND EVALUATION:

- Plan, develop, implement and evaluate overall Club programs, services and activities to ensure they meet stated objectives and member needs and interests.
- Create a summer program schedule that includes a variety of 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, families, schools, and community organizations to promote the programs/activities that occur at the Club.
- Participate in community events and meetings that correlate with programs and/or the mission of BGCLC.
- Demonstrate leadership to assure safety, conduct, and development of members.
- Communicate regularly with the Vice President of Operations on the progress of the site.
- Offer input and ideas to enhance Club programming.

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.

ADDITIONAL RESPONSIBILITIES:

- Work special events as required by the organization, sometimes outside of normal working hours.
- May be required to drive a Club van periodically.
- Consult with parents concerning Club issues.
- Will assume other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED:

- Must pass a background check.
- Previous background working with a diverse population of youth.
- Ability to motivate youth and manage behavior problems.
- Ability to implement quality programs for youth.
- Ability to build and maintain relationships with youth, parents and stakeholders.
- Able to effectively handle public relations.
- Mandatory CPR and First Aid Certifications.
- Valid State Driver's License.



- Spanish speaking is preferred.

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: \$18.00-21.00/hr