



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

PERFORMANCE PROFILE SOURCE: Management

DEPARTMENT: Operations

REPORTS TO: Area Director

FLSA: Full Time, Non-Exempt

SALARY REQUIREMENTS: Hourly \$20.19 - \$22.11

JOB SUMMARY:

This position will oversee and manage the daily operations of a before, after, and out-of-school program located in an Elementary School within Thompson School District. This position will support positive youth development outcomes through Boys & Girls Club's unique programming model. This position is responsible for staff management and development, maintaining and enhancing program quality, overseeing grant implementation and reporting, fostering a strong and positive relationship with host school, financial oversight and community outreach. This position requires high energy, enthusiasm for BGCLC's mission, and flexibility. Successful candidates will be able to build strong professional relationships with Club members (youth), staff, parents, school administration, and community partners.

KEY ROLES (Essential Job Responsibilities):

- Ensure the physical and emotional health and safety of Club members at all times.
- Establish program culture 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 positive 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.
- Maintain professional daily contact with all staff members, supervisor, volunteers, and school administration to communicate Club operations and the needs of members.
- Adhere to all BGCLC policies and procedures.

RESPONSIBILITIES OF A Club Director :

PROGRAMMING

- Establish an environment that is inclusive, equitable and fosters safety and support for all youth participants.

- In collaboration with your team, create and implement program schedules that include regular reading, homework help, academic enrichment, and other recreational/enrichment activities.
- Ensure programs are aligned with the Weikart Center for Youth Program Quality improvement.
- Ensure program attendance and data is collected regularly.
- Work closely with program participant's teachers, parents, and school district personnel to develop individual strategies for student success.
- Host regular family nights that are culturally inclusive and designed for parent and youth engagement.
- Develop new and innovative program opportunities for youth that will expand their horizons and spark interest in new opportunities.
- Partner with school teachers and administrators on collaborative program opportunities, special events, and operating procedures.
- Plan and organize field trips, special events, guest speakers, etc. to enhance the Club experience.
- Ensure that programming is tailored and designed to meet the specific needs of your school's location and culture.

LEADERSHIP:

- Develop strong and collaborative relationships with all school personnel. Cultivate a sense of trust and work to support the school's unique needs.
- Develop a regular time to collaborate with appropriate school officials.
- Directly supervise one or more employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Establish staff and volunteers schedules for before, after and non-school day programming.
- Regularly communicate with parents on youth successes, challenges and improvement opportunities.
- Participate in community events and meetings that correlate with programs and/or the mission of BGCLC.
- Serve as a strong role model for youth and staff, demonstrate leadership to assure safety, conduct, and development of members.
- Actively participate in regular organizational meetings.
- Offer input and ideas to enhance Club programming.

ADMINISTRATION:

- Adhere to all state child care licensing requirements.
- Become familiar with and effectively operate BGCLC's member management software. This includes daily attendance tracking, fee schedules, parent communication, etc.
- Oversee and manage the Club site's budget.
- Ensure all employee time keeping records are submitted on time and are accurate.

ADDITIONAL RESPONSIBILITIES:

- Work special events as required by the organization, occasionally outside of normal working hours.
- May be required to drive vans periodically.
- Will assume other duties as assigned.

WORK SCHEDULE:

- Typically a 30-40 hour work week, Monday through Friday, hours may vary with the workload. Split shifts may be required.

SKILLS/KNOWLEDGE REQUIRED:

- 4 year college degree, or equivalent experience (3 years or more experience) or 2 year college degree with at least 6 months experience working with school age youth.
- Mandatory CPR and First Aid Certifications
- Must pass background check and drug test
- Bilingual in Spanish and English strongly recommended

CORE COMPETENCIES:

- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting.
- Oral Communication and Written Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information. Ability to communicate with multiple stakeholders.
- Teamwork - Balances team and individual responsibilities; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Reasoning and Problem Solving - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: Ability to work in a fast-paced, chaotic and loud environment. Ability to continuously stand or walk, reach with hands and arms, and stoop, kneel, crouch, or crawl. 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
- Competitive benefits including medical, dental 401k, etc.

HOW TO APPLY:

The application link can be found at the following link <https://www.begreatlarimer.org/careers/>. All candidates must complete the internal application in order to be considered for the position.

Signed by: _____
Incumbent Date

Approved by _____
Supervisor Date