



JOB DESCRIPTION

TITLE:	PROGRAM DIRECTOR
CLASSIFICATION:	25 to 30 hours per week, Full-Time, <input checked="" type="checkbox"/> Non-Exempt, Hourly
DEPARTMENT:	Program Services
REPORTS TO:	Unit Director
HOURS:	Variable; primarily between 12:00 p.m. - 9:00 p.m. on weekdays, some morning meetings and Saturdays.
COMPENSATION:	\$17.50 – 18.00 Depending on Experience

PRIMARY FUNCTION:

The Program Director is responsible for evaluating the overall quality of programs offered at the Club as well as organizing outreach events, grant reporting, and Club management.

The Program Director is responsible for overseeing the delivery of a broad range of enrichment programs within a designated Clubhouse, such as Education & Career Development, Character & Leadership, The Arts, Sports, Fitness & Recreation, and Health & Life Skills. The Program Director plans, develops, implements, and evaluates daily programs and activities.

KEY ROLES:

Leadership
Strategic Planning
Program and Service Management
Partnership Development
Teamwork
Supervision
Relationships
Policies & Procedures
Marketing & Recruitment
Documentation & Reports
Attendance
Programming
Activities
Club Safety

EXAMPLE OF DUTIES:

- Communicate the vision, mission, and program objectives of Boys & Girls Clubs of Fresno County and the national movement to staff, parents, members and the community served by the Club.
- Maintain and operate the Club in accordance with the standards of the organization and Boys & Girls Club of America.

- Maintain Club hours of operation.
- Establish a regular work schedule for staff and a regular program schedule for Club members.
- Conduct sports teams and/or leagues, recreation, education and guidance-oriented programs as necessary.
- Planning and implementing the Club programs to meet specific grant requirements as approved by the Unit Director.
- Attendance at all staff meetings.
- Attendance at required trainings.
- Complete the Youth Development Professional courses on BGCA Spillet University.
- Assist in maintaining accurate daily and program attendance records for administration and grant reports on vision membership tracking system.
- Assist in promoting, recruiting, and stimulating membership in the Club via: word-of-mouth, flyers, presentations to the neighborhood schools, churches, and community based organizations and City Governance.
- Establish a program setting that ensures the health and safety of staff and members.
- Contribute to the overall positive and safe Club climate for youth development.
- Provide leadership, direction, problem-solving and conflict resolution to the staff, volunteers, and members.
- Provide mentorship and guidance services to Club members.
- Provide direct supervision of members ages 6-18.
- Conduct small group sessions for members.
- Conduct recreational activities in game room, gymnasium, and library or given space.
- Manage assigned supplies and equipment.
- May consult with parents concerning member and Clubhouse issues.
- May consult with community partners and agencies through grants and special projects.
- May oversee special programs and/or events and participate in the implementation of other unit activities as necessary.
- Assist with Club cleanliness, maintenance, and operations of assigned facilities, and Club vans.
- May be required to obtain a Class B license to transport youth in Boys & Girls Club vans.
- Transport members in vans and/or personal vehicles as requested and in accordance with the Club safety policy.
- Other duties as assigned.

QUALIFICATIONS:

- Required Education: High School diploma, Associates Degree and three years experience in working with youth and knowledge of youth development.
- Other valuable experience includes participation in activities such as education, leadership, recreation, and case management, arts & crafts, and computers.
- The Program Director must have the ability to motivate youth, manage behavior problems, appropriately communicate the general public, ability to plan and implement quality programs for youth. The Program Director must have the ability to organize and supervise members in a safe environment.
- Strong communication skills, both verbal and written, group leadership skills, team building, and staff and project management abilities are required.
- Must have current CPR/First Aid Certification or be willing to be certified through B&GCFC offered training.
- The ability to speak languages other than English is valuable.
- A valid Driver's License, a clean driving record, willing to obtain a Class B License.
- Must be 21 years old.

BENEFITS: 50% employer paid group medical insurance; 100% qualified pension program and long-term disability insurance, paid sick and vacation leave, *if applicable*.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Employee must have own transportation, a valid driver's license, a clean driving record, and be willing to transport youth as required; must be able to drive to any Club site; must be able to walk and lift binders and boxes required for delivery of materials. Some demonstration of physical activities will be required in this position and must pass background check.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. 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 job.

Printed Name: _____

Signed by: _____
Program Director **Date**