



BOYS & GIRLS CLUBS
OF KING COUNTY

Title	Performance Profile Source	Department	Reports to:	FLSA Status
Program Director	Youth Development	Programs	Branch Club Director	EXEMPT

PRIMARY FUNCTION:

This position is responsible for managing the program department in its delivery of a broad range of youth development programs. Will develop, oversee, and lead program department staff and volunteers to ensure quality programming. Be the lead staff person at the Club during programming hours. Plan, develop, and oversee implementation and supervision of programs and department responsibilities. Ensure departmental participation in all applicable BGCKC-wide events (i.e. Sports Field Day, Best of Both Worlds, Youth of the Year, Keystone, Torch, etc.) Work in partnership with the Branch Club Director to ensure programming goals and benchmarks are met.

ADDITIONAL RESPONSIBILITIES:

1. Build partnerships with parents and families
2. Maintain good public relations
3. Hire, train and develop staff and volunteers as necessary
4. Organize and ensure appropriate development of all staff and volunteers
5. Attend monthly board meetings as instructed by Branch Club Director
6. Organize and facilitate weekly staff meetings
8. Facilitate annual and other Club program evaluations
7. May participate in special programs or events
8. Support partnerships with parents, families, community leaders, and organizations
9. See attached Supplement for additional organizational expectations
10. Manage program budgets and program staff timesheets/payroll
11. Support Branch Club Director with:
 - facilities and vehicle maintenance related issues
 - strategic planning and succession planning
 - community outreach
 - fundraising

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor. Communicate daily to receive/provide information, discuss issues, explain or interpret guidelines/instructions. Collaborate with other Clubs as appropriate.

External: Maintain contact with external community groups, schools, member's parents and others as necessary to be successful in position and as directed by Branch Club Director

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree in related field from an accredited college or university
- Three years management experience
- Knowledge of youth development principles
- Satisfactory Motor Vehicle Record as determined by BGCKC Vehicle Loss Prevention Program, must be 21 years old or older to drive Club owned and operated vehicles
- Successful completion of National Criminal History Background check
- Current CPR and First Aid Certifications
- Knowledge and/or experience working with a non-profit youth development agency, Boys & Girls Club experience preferred
- Experience with Microsoft Office Suite
- Good organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality
- Expertise in youth development principles, ability to motivate youth in a positive way
- Experience working with and collaborating with external agencies

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

- Strong analytical and problem solving skills
- Experience hiring, training and supervising staff
- Ability to learn and implement new ideas for the good of the Club

[]

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This position must be able to do light work including exerting up to 10 lbs of force occasionally and/or a negligible amount of force periodically to move objects. Climbing stairs, walking, standing for sustained periods of time, as well as noise levels consistent with the environment are all part of the physical and working conditions of the job. []

Hours: Monday-Friday. Shifts vary according to programs.

Salary Range: \$2,541 - \$3,000 monthly []

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.

Boys & Girls Club of King County is an Equal Opportunity Employer.

Application Procedure:

Please send resume and cover letter to sdavidson@positiveplace.org []

I _____ acknowledge that I have been given a copy of this job description and asked to read its contents. I further acknowledge that I have been given an opportunity to ask questions and receive clarification on its contents. I accept the parameters of this job description as true to the general nature of this position.

Employee Signature

Date

Manager Signature

Date

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