

# GREAT FUTURES START HERE.



## POSITION DESCRIPTION

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**Title:** Program Director

**Reports to:** Unit Director

### **PRIMARY FUNCTION:**

The Program Director will oversee the delivery of a broad range of programs within a designated Club, such as Career & Education, Technology, Leadership & Service, Health & Wellness, The Arts, Sports & Recreation, and other interests and needs based programs; while performing various administrative duties; develop, implement and supervise programs and program staff. Oversee all Club functions in the absence of the Unit Director.

### **KEY ROLES: Essential Job Responsibilities**

#### ***Program Leadership:***

**(PD may be required to facilitate and or participate in core BGCVFC programs)**

1. Establish and maintain Club program goals and settings that ensure the health and safety of staff, volunteers and members. Ensure that site staff understand and effectively communicate program standards; that they ensure program areas are safe and that Club equipment is maintained in good working order.
2. Ensure the evaluation of Club programs on a continual basis; solicit member and staff feedback for program improvement:
  - Respond to members needs
  - Address gender and cultural diversity
  - Meets overall program objectives
3. Control Club program and activity expenditures within the approved budget.
4. Oversee proper record keeping and reporting including activities, events conducted and grant implementation, breakdowns of daily participation figures, notable achievements and any problems/issues.

#### ***Prepare Youth for Success***

5. Plan and oversee the administration of designated Club programs and activities that support Youth Development Outcomes:
  - Establish Club program objectives consistent with organizational goals (i.e. strategic plans) and mission.
  - Oversee the provision of day-to-day program activities in accordance with established standards/goals.
  - Develop weekly and/or monthly program schedule and coordinate program recruitment activities.
  - Ensure that members are encouraged to participate in a variety of program areas/activities.
  - Demonstrate leadership to assure conduct, safety, teamwork and development of members.

#### ***Resource Management***

6. Ensure productive, effective performance by all program staff and volunteers; provide ongoing feedback and regular evaluations, as well as identifying professional development opportunities and training.

#### ***Marketing and Public Relations***

7. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.
8. Assist in coordinating outside resources and experiential learning opportunities to enhance programs.

### **ADDITIONAL RESPONSIBILITIES:**

- Work with staff on special events to carry out programs in all departments.
- Oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
- May be required to drive Club van periodically; Pick up Program, Field Trips, and Special Events.
- May be required to work non-traditional hours and overnight events.
- Consult with parents concerning member and club issues.
- Complete any required or mandated trainings and/or professional development
- May be required to participate in regular Program Committee and/or Outcomes Management Committee meetings

#### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**External:** Maintain contact as needed with external community groups, schools, member's parents and other to assist in resolving problems.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Four-year degree in related field from an accredited college or university or equivalent work experience: A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Must be able to interpret Boys & Girls Clubs of Volusia/Flagler Counties programs and philosophy.
- Must have strong computer skills, especially in ALL Microsoft programs and be able to interpret and work proficiently within BGCVFC's program/member management system.
- Strong communication skills, both verbal and written and receive instruction and constructive feedback to develop skills in program area(s).
- Group leadership skills, including an understanding of group dynamics.
- Strong organizational, technological and project management skills.
- Must be able to operate a 15-passenger van, maintain a clean and valid driver's license (if applicable, a CDL) and be insurable.

#### **PHYSICAL REQUIREMENTS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand for long periods of time; walk frequently; use hands to fingers, handle, feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee frequently is required to sit. The employee must regularly lift and/or move up to 30lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Position requires driving, supervision of youth in activities including sports, games, etc., ability to climb stairs as well as ability to stand for extended periods of time. Position requires ability to work in a fast paced, high energy environment for extended lengths of time. Position requires ability to work at a computer for moderate periods of time.

#### **DISCLAIMER:**

The information presented indicates the general nature of work 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 Volusia/Flagler Counties provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Signed by: \_\_\_\_\_  
**Employee** **Date**