



BOYS & GIRLS CLUBS
OF NORTHWEST INDIANA

POSITION DESCRIPTION

Job Title: Program Director

Performance Profile Source: Youth Development Professional

Department: Operations

Reports To: Program Director

Exempt Non-Exempt

General Functions

The Program Director is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs for youth between the ages of 7 and 18 within a designated Club including programs in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts and Sports, Fitness and Recreation. The Program Director also provides leadership and supervision to program and volunteer staff; manages budgets and controls expenses as assigned.

Major Responsibilities

Preparing Youth For Success

1. Establish programs, activities and services that prepare youth for success.
2. Create a club environment that facilitates the achievement of youth development outcomes.

Health and Safety

3. Ensure a healthy and safe environment.
4. Ensure that facilities, equipment and supplies are maintained.

Program Development and Implementation

5. Plan, develop, implement and evaluate programs, services and activities.

Supervision

6. Ensure a productive work environment
7. Supervise the performance of assigned program volunteers and staff.

Technology

8. Update and maintain skills in use of technology and information management systems.

Partnership Development

9. Develop partnerships with parents, community leaders and organizations.

Marketing and Public Relations

10. Develop and maintain Public Relations

Knowledge of:

1. Safety practices and procedures relating to the work;
2. Computer applications related to the work.
3. Principles related to development of youth between 7 and 18 years of age.
4. Supervisory principles and practices.
5. Budget management and expenditure controls.
6. Group leadership skills and understanding of group dynamics.

Ability to:

1. Plan, organize, direct, assign, review and evaluate the work of others;
2. Instruct, coach and direct varied activities;
3. Implement goals, objectives, policies, procedures and work standards for assigned programs;
4. Develop and evaluate activities.
5. Exercise independent judgment and initiative within general policy guidelines;
6. Establish and maintain effective working relationships with those contacted in the course of work.
7. Enlist cooperation and support of community groups and the public in obtaining and maintaining program interest and participation.
8. Review and validate statistical records and other reports.
9. Identify program needs of youth for ages 7-18 boys and girls

Education, Experience, and Skills:

1. Bachelor's degree or education/experience equivalency.
2. A minimum of two years of experience in the operation of a Boys & Girls Club or similar organization.
3. Demonstrated ability to effectively manage budgets and control expenses.
4. Certification in CPR and First Aid.
5. Possession of a valid state driver license.
6. Meet the eligibility of insurance company regulations for operating Club vehicle(s)
7. Ability to obtain a Food Handler's card certification

Relationships:

Internal: Maintain daily contact with Club staff, including full-time, part-time, and volunteers, to discuss issues challenges and opportunities; provide and receive information as warranted. Provide guidance and discipline to members. Maintain weekly contact with Program Directors in other Clubs within the organization.

