



BOYS & GIRLS CLUBS
OF WEST CENTRAL MISSOURI

POSITION DESCRIPTION

TITLE: Program Manager

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Operations

REPORTS TO: Area Manager

Exempt Non-Exempt

PRIMARY FUNCTION:

Responsible for overseeing the delivery of programs in alignment with the three priority outcomes, Academic Success, Healthy Lifestyles and Character and Citizenship Development. Plan, develop and oversee implementation and supervision of programs and program staff.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of designated Club programs and activities that support Youth Development Outcomes:

Establish Club program objectives consistent with organizational goals and mission.

Oversee the provision of day-to-day program activities in accordance with established standards and goals.

Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).

Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

2. Establish and maintain Club program goals and settings that insure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.
3. Ensure the evaluation of Club programs on a Quarterly basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
4. Control Club program and activity expenditures within approved budget.

Program Director

Supervision

5. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
6. Oversee proper record keeping in Kids Care and Youth Enrollment System (YES) and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
7. Ensure productive and effective performance by all program staff and volunteers.

Marketing and Public Relations

8. 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.

ADDITIONAL RESPONSIBILITIES:

1. May 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.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member and site issues.
4. May handle deposits and banking transactions.

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:

- Associates degree in related field from an accredited college or university, and equivalent experience.
- A minimum of one year work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Mandatory CPR and First Aid Certifications

Program Director

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

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.

Signed by: _____
Incumbent **Date**

Approved by: _____
Area Manager **Date**

Approved by: _____
Director of Operations **Date**