

# BOYS & GIRLS CLUBS OF THE TWIN CITIES

## JOB DESCRIPTION

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**TITLE:** Program Director at the West Side Club

**DEPARTMENT:** Branch Operations

**REPORTS TO:** Branch Director

**TYPE OF EMPLOYMENT:** Full Time

**SALARY RANGE:** \$32,000 to \$38,000

Exempt Non-Exempt

### **PRIMARY FUNCTION:**

Under the supervision of the Branch Director the Program Director has responsibility for the overall planning, development and implementation of the Club programs and services with special emphasis on the prevention programs. This position is also responsible for facility management and staff supervision in the absence of the Branch Director.

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

1. Oversee all aspects of the Branch Operations in the absence of the Branch Director including but not limited to:
  - Staff supervision
  - Facility management
  - Program management
  - Risk management
2. Plan and manage the leadership and prevention programs for the Branch including but not limited to: Keystone, Smart Moves, and Career Launch etc.
3. Plan and lead Teen Programming
4. Provide program planning, implementation and evaluation for all program areas
5. Maintain community collaborations including neighborhood committees, Parents Groups and Board Committees.
6. Work with volunteers & interns
7. Facilitate group club programs (i.e. Keystone) and implement a wide variety of special events
8. Develop and implement all Branch goals and objectives
9. Communicate effectively with all donors, community, board, volunteers, staff, members and parents
10. Coordinate the Snack Program
11. Must be able to drive company owned vehicles

12. Complete reports and maintain statistical information
13. Oversee special projects as assigned

**SKILLS/KNOWLEDGE REQUIRED:**

Four-year degree and experience in youth development required (work experience may be substituted for a portion of this requirement only in certain situations). Candidate should also have 1-2 years experience in youth development and some experience in the supervision of employees and volunteers. Previous Boys & Girls Club work a plus. Also, must have experience in program planning, organizing special events, working in collaboration with other area agencies and schools, making parental contacts and maintaining statistical information. Should have strong written and verbal skills and have experience working with a diverse population. Candidate must be computer literate and have excellent skills in applicable software.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

This position offices at one of seven Branch sites. Must be able to climb stairs, lift at least 50 lbs, be able to stand and sit for long periods of time and be able to walk moderate distances. Occasional repetitive task required. This is a moderately stressful position that requires the candidate to be in excellent health.

**HOURS:** School Year Hours 1:00 p.m. – 9:00 p.m. / Summer Hours 11:00 a.m. – 7:00 p.m.

**TO APPLY:** Email cover letter and resume to:

Joselyn Wilson  
Project Manager  
jwilson@boysandgirls.org