Location: Boys & Girls Club of Lead/Deadwood

Job Title: Program Director

Reports to: Senior Unit Director

PRIMARY FUNCTION:
Directs the Club-wide operations of a broad range of programs, (such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education), with broad oversight of program activities. Plans, develops, and oversees implementation and supervises programs and program staff, and performs related administrative duties.

KEY ROLES (Essential Job Responsibilities):

Leadership
1. Plans and oversees the administration of club-wide programs and activities that support the Boys & Girls Club Movement’s Youth Development Strategy:
   • Establishes objectives consistent with organizational goals and mission.
   • Oversees the provision of day-to-day program activities in accordance with established standards and goals.
   • Ensures 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).
   • Oversees provision of guidance services to members to assist them in fulfilling and making appropriate choices in educational, personal, physical, social, emotional, vocational and spiritual needs.
   • Demonstrates leadership to assure conduct, safety and development of members.

2. Establishes and maintains Club-wide program goals and settings that insure the health and safety of members. Ensures that site staff understands 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 as well as following the “check-out” system.

Strategic Planning
3. Ensure the evaluation of Club programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.

Resource Management
4. Participate in the development, implementation and monitoring of the Club’s annual budget, ensuring that club-wide programs and activities are operated within established budgetary guidelines.
5. Recruit, select and manage assigned staff and volunteers, ensuring productive and effective performance. Provide ongoing feedback and regular appraisal; identify and support professional development opportunities.
6. Oversees proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.

*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 website, 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 consult with parents concerning member and branch issues.
3. May handle deposits and banking transactions.

**SPECIFIC RESPONSIBILITIES:**
- Manage program staff, maintain weekly schedule, keep yearly attendance calendar and track staff progress notes
- Work with Senior Unit Director to Interview and hire part time program staff
- Perform staff orientation when hiring
- **Maintain accurate data for all Club grants as specifically outlined in grant**
- Oversee all program areas and maintain appropriate program areas
- Provide data for grant reporting as required per each individual grant
- **Accurate daily attendance of members**

**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. Oversee and assist staff involvement with Leadership University.

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

**SKILLS/KNOWLEDGE REQUIRED:**
- Degree in related field from an accredited college or university, and/or
• **Equivalent experience** in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people
• Strong communication skills, both verbal and written
• Able to maintain strict confidentiality
• Good organization and attention to detail
• Strong customer relations skills
• Group leadership skills, including an understanding of group dynamics
• Demonstrated organizational, staff and project management abilities
• Mandatory CPR and First Aid Certifications (can be provided by BGCBH)

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:** Staff must be able to stand on feet for a long period time, lift more than 30 lbs and walk more than 200 yards. Staff must be able to be in the sun, it is staff’s responsibility to use proper sun block and have proper attire for Club activities. It is staff’s responsibility to disclose prior allergies or medical issues. Previous conditions may prevent a position from being offered if it is not safe for you to be around members.

**Work Schedule:** Monday through Friday (time to be determined) (flexibility is allowed when we know how the new staff manages) with *some* weekend special events – to be announced.
We look forward to working with you in your new position!

If interested contact Senior Unit Director Kyle Stainbrook: kyle@bgcbblackhills.org or fill out an application available on bgcbblackhills.org and return to the Lead/Deadwood Boys & Girls Club.