



POSITION DESCRIPTION

DIRECTOR OF PROGRAM SERVICES

GENERAL FUNCTION

To oversee and administer programs and activities offered within our 25 Clubs. Daily Programs include Education & Career Development, Character & Leadership Development, Sports, Fitness & Recreation, The Arts and Health & Life Skills. Incumbent will plan, develop, oversee implementation of all programs, and perform related administrative duties. Incumbent will be the lead staff person in developing other program/curriculum agency-wide, including family support and literacy programs.

RESPONSIBILITIES

LEADERSHIP - Provide effective Leadership and Direction to all Program Directors with regard programming initiatives. Lead initiatives using Responsibility Matrix such as Youth of the Year and Summer Camp planning. Sit as member of Senior Program Leadership Team sharing accountability for success with Area Directors.

PROGRAM DEVELOPMENT/MANAGEMENT - Using the Youth Development Strategy & the Formula for Impact Assessment, monitor existing programs to meet organization's mission. Provide leadership to Core Area Teams and manage quarterly program planning process. Ensure program initiatives continually advance the impact on Club youth.

Utilize programs developed by Boys & Girls Clubs of America as well as create programs tailored to specific population. Program Areas include Afterschool Program; Summer Camp Program; and Athletics Leagues, where appropriate.

Oversee program participation for specific grants & key outcomes. Monitor monthly IMPACT reports for program implementation & quality.

PLANNING -- Using our IMPACT model, develop annual program plan with tangible, measured goals. Adapt Club programs to meet community needs on a continual basis. Participate in organization-wide planning efforts as a member of the Strategic Planning Committee.

RESOURCE MANAGEMENT – Manage supply orders & distribution for annual programs with the support of core area teams leaders. Create rotating program kits & tracking systems for Club supplies.

PARTNERSHIP DEVELOPMENT - Develop Strategic Alliances and Collaborative Partnerships that further Boys & Girls Clubs in the Community. Be established as the local Expert in Youth Development. Represent Club to grant partners and on grant-related collaboratives.

SKILLS, EXPERIENCE & TRAINING:

- Person will be of flawless integrity.
- Four-year degree in related field from an accredited college or university
- Strong communication skills both verbal and written. A minimum of three years work experience in a Boys & Girls Club or similar organization managing complex projects 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.
- Computer skills: Microsoft Office.
- Demonstrated organizational, staff and project management abilities
- Mandatory CPR and First Aid Certifications
- Valid State Drivers License
- Proof of Auto Insurance