



BOYS & GIRLS CLUBS
OF CENTRAL SONOMA COUNTY

POSITION DESCRIPTION

Vice President of Operations
\$80,000 to \$125,000

GENERAL FUNCTION

Under the limited supervision of the Chief Executive Officers, the VP of Operations provides active oversight enhancing Club related processes, partnerships and infrastructure, with primary concern for data tracking/evaluation; grant compliance; facilities; and budget management. Incumbent is a member of the Organization's Executive Leadership Team.

RESPONSIBILITIES

EVALUATION – Develop and monitor tools to measure Club program effectiveness. Train staff in these tools and report findings to Chief Executive Officers on an on-going basis. Develop marketing tool to share findings with other constituents. Oversee grant compliance and tracking. Manage Club's annual report to BGCA and other program-related reporting.

FINANCE – Participate in budgeting process and oversee all appropriate expenditures. Meet income goals relating to membership and fees.

COMMUNITY PARTNERSHIPS- Manage all partnership programs such as SES Tutoring and the Food Program. Act as the primary liaison with regard to Club services. Maintain excellent relations with primary Club partners including convening appropriate collaborative groups.

FACILITY – Ensure that sites are clean, safe and attractive and have appropriate documented plans & process in place.

MARKETING – Market Club programs to all potential members and their parents through recruiting events, flyers and newsletters on a continual basis.

VOLUNTEER DEVELOPMENT- Develop effective Volunteer Program for program support. Recognize, recruit and evaluate volunteers appropriately.

SAFETY OFFICER – Develop and oversee Club's safety program, ensuring Club environment is safe for members, staff and volunteers.

REGISTRATION - Oversee registration process for all programs. Ensure all memberships are current, paid for and that all youth carry their card daily.

REACH-

Other Duties - As assigned

SKILLS, EXPERIENCE & TRAINING:

- Person will be of flawless integrity & will fully embody our organizational Core Values.
- Four-year degree in related field from an accredited college or university, Masters preferred.
- A minimum of 8-10 years management 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.

- Group leadership skills, including an understanding of group dynamics.
- Experience working with local government, boards of directors and major donors.
- Computer skills: Microsoft Office, web site & membership database management.
- Demonstrated organizational, staff and project management abilities.
- Mandatory CPR and First Aid Certifications & TB clearance.
- Valid State Drivers License.
- Proof of Auto Insurance.

I have read and agree to all of the above.

Name

Date