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## POSITION DESCRIPTION

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Position: Vice President, Youth IMPACT  
Location: Administrative Office  
Manager: Chief Executive Officers

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### **GENERAL FUNCTION**

Under the limited supervision of the Chief Executive Officers, this position is directly accountable for the day-to-day operations of all Club programs and services. This includes all aspects of leadership and supervision related to maximizing the impact on the young people served. Incumbent is a member of the organization's Executive Leadership Team.

### **RESPONSIBILITIES**

**PROGRAM** – Design, develop & oversee implementation of all Club programs at all Club sites. This includes:

- Elementary school annual program plans with over 100 standard program offerings in 5 core areas for before & after-school programs
- Teen annual program plan with over 50 program offerings in 5 core areas for after-school and evening programs
- Summer annual program plan including 10 week day camps including program offerings, field trips, special events, and curriculum design
- Additional program initiatives that advance impact on Club Youth in priority outcome areas of Academic Success, Healthy Lifestyles, and good character.
- Club logistics relevant to daily program implementation including staffing, supply procurement & distribution, special events, and partnership and alignment with the school day personnel regarding facility use and academic progress of Members.
- Member behavior, discipline, support, and advocacy.

**HUMAN RESOURCES** – Hire, train, supervise & evaluate all Area Directors and by extension all program staff. Manage Club's Mentor Program and Training Academy. Maintain a supportive, energetic and effective team of middle managers and program support staff.

**PROFESSIONAL DEVELOPMENT**- Design, develop, and oversee implementation of all professional development for Youth Impact team. This includes:

- Annual Back to School & Summer training conferences for Youth development professionals (40 hours each)
- Sonoma County After School Network for all after-school providers including monthly training series
- New youth development professional training series & onboarding including onsite training
- Targeted and ongoing professional development relevant to Program implementation



**PLANNING** – Using the 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.

**COMMUNITY RELATIONS** – Develop high awareness of Club programs in the community including school principals and teachers, provider committees and parent associations. Act as primary community liaison with regard to Club services. Maintain excellent relations with primary Club partners including convening appropriate collaborative groups.

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

**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 three 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.

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Name

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Date

Updated May 7, 2012