



BOYS & GIRLS CLUBS
OF THE ROGUE VALLEY
Serving Youth in
Jackson and Josephine Counties
Since 1970

Administration Office:
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Grants Pass • Illinois Valley • Talent
www.begreat4kids.com
admin@begreat4kids.com

Job Description – Area Director

Reports to: Director of Program Quality

OVERVIEW:

Area Director directs and manages overall daily operations and programs at more than one after-school and summer program site for youth grades K-8 with the primary concern for a comprehensive, outcome-driven youth development program focused on quality and safety. Additional duties include supervision of staff and volunteers, facilities management, increasing awareness through community relations, and maintaining collaborative relationships with school districts and Club families. Advises and assists Site Coordinators in the areas of youth safety, outcome-driven program implementation, volunteer recruitment and management, membership administration, personnel issues, and budget development.

The mission of the Boys & Girls Clubs of the Rogue Valley is to provide year-round positive, fun and safe places for all youth, helping them build self-esteem and develop skills necessary to make right choices, becoming responsible and productive citizens.

40 hours per week

Pay is dependent upon experience, starting \$45,000

Learn more about Boys & Girls Clubs of the Rogue Valley at www.begreat4kids.com.

RESPONSIBILITIES:

PROGRAM DEVELOPMENT & MANAGEMENT

- Ensure after-school and summer programs achieve goals outlined in the Boys & Girls Clubs of America (BGCA) Formula for Impact
- Provide leadership and coaching to Site Coordinators in the management of their designated sites
- Attend and participate in leadership and site-specific staff meetings, keep sites advised of policies, organizational updates and program requirements
- Ensure Club sites provide a safe and positive environment that facilitates achievement of positive youth development outcomes
- Overseeing Site Coordinator's overall responsibility for cleanliness, attractiveness, and safety of properties and supplies; work with site's school facility managers to ensure facility and cleaning protocols are being maintained properly by Club staff
- Ensure quality improvement of programs by conducting program evaluations (focus groups, surveys, etc) with Club members and their families, and annual written analysis of member and staff needs
- Ensure that all grant-funded programs are meeting requirements, along with collecting data for reporting of funded programs
- Assist in effective implementation of recruiting, hiring, training, scheduling, coordinating, and retaining staff at each site

COMMUNITY COLLABORATION

- Collaborate with others (e.g. school district personnel, Club member guardians, local community organizations, volunteers and donors) for the purpose of implementing, strengthening and maintaining quality services and/or programs
- Develop collaborative partnerships with public, civic groups, and social agencies to foster community initiatives and possible fundraising
- Participate and coordinate booths, etc for community events for Club promotion and outreach (ie: harvest festivals, holiday events, parades, etc)
- Represent the organization and interpret its mission, objectives, standard, and quality programs

LEADERSHIP

- Serve as direct supervisor to assigned Site Coordinators and assist in the management of staff at each site (including regular staff meetings, reviews, personnel needs and issues, scheduling)
- Ensure the development and implementation of after-school and summer programs for assigned sites in coordination with the overall organizational plans
- Encourage and support effective organization roles and functions of Site Coordinators (acting as liaison to sites and keeping them advised of activities and needs; and supporting their activities and needs) and administrative staff (grant report information; financial and budget documentation; media and community appearances). Hold Site Coordinators and site staff accountable for regular communication of needs and programs
- Prepare reports and written documentation for the purpose of evaluating the impact of programs
- Monitor budgets of assigned sites and related financial activity for the purpose of ensuring that allocations are accurate; expenses and revenues are within budget; program fees are collected according to policy; and fiscal policies are followed

PRINCIPLES OF COMMUNITY

- Adhere to the Club's mission and values to Be G.R.E.A.T:
 - o **G: Goal-Oriented**
 - o **R: Respectful**
 - o **E: Enthusiastic**
 - o **A: Accountable**
 - o **T: Trustworthy**

MISSION

The mission of Boys & Girls Clubs of the Rogue Valley is to provide year-round positive, fun and safe places and programs for all kids, helping them to build self-esteem and develop skills necessary to make right choices, becoming responsible and productive citizens.

ADDITIONAL RESPONSIBILITIES

- Serve as Coordinator for assigned sites as needed
- Assist other administrative and program personnel as may be required
- Additional duties as assigned by supervisor

RELATIONSHIPS

- Internal: Maintain close, daily contact with supervisor, assigned Site Coordinators and Club's administration staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Communicate with Club members and families as needed to provide guidance, advise, and counsel
 - External: Maintain contact with external community groups, school districts, local organizations, and others to assist in connecting resources and publicizing Club efforts and programs

QUALIFICATIONS

- Bachelor's degree from an accredited college or university, or equivalent work experience (such as in a not-for-profit organization with applicable experience, specifically planning and supervising activities based on developmental needs of young people, plus an additional two (2) years of experience at a supervisory level)
- Must be able/willing to drive Club vehicles for staff trainings, Club Member field trips, and other assigned tasks as needed –Per organizational policy, Club Drivers must be 25 years or older and show a valid Driver's License; travel between assigned Club sites daily is required, as well as weekly to organization's Administrative Office in Grants Pass
- Demonstrated ability to organize, direct, and coordinate operations; in personnel supervision, the recruitment and retention of key personnel; facility and budget management
- Strong relationship builder and communicator with experience in leading diverse work teams, implementing an organization wide strategy for operational excellence, engaging community partners and clearly communicating with organization leadership
- Ability to deal effectively with conflict and discipline issues
- Ability to establish and maintain effective working relationships with Club staff, volunteers, community groups, and other related agencies
- Exceptional customer relation skills, interpersonal skills, relationship management skills, and the ability to always represent the Club in a professional manner
- Strong oral and written communication skills with strong knowledge of Microsoft programs (Word, PowerPoint, Publisher, Excel, and Outlook); Canva design experience a plus
- Ability to manage multiple projects at once and develop solutions to problems with limited supervision
- Ability to pass a background check and drug screening
- Mandatory CPR and First Aid Certifications within 90 days of employment
- Professional appearance and an enthusiastic attitude
- Bilingual abilities a plus – Spanish and English preferred

SUPERVISION EXERCISED

Supervise Site Coordinators and staff at assigned Club sites, ensure overall safety of the programs including assuring excellence service to and safety of the members, staff members, volunteers, visitors, and facility. Ensure all organizational policies are being implemented.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job
This institution is an equal opportunity provider.

BASIC REQUIREMENTS:

Using the tools and guidelines provided by Boys & Girls Clubs of America, you will lead our youngest group of Club Members through programs that encourage good sportsmanship, emotional & physical safety and character & leadership skills. Based on Boys & Girls Clubs of America's Five Key Elements, Priority Outcomes and Core Program Areas, basic duties include, **but are not limited to:**

- Safe, Positive Environment
 - Establish a climate in which youth focus on fun, friendship and challenging activities
 - Develop activities that indirectly promote self-confidence, self-esteem and how to win and lose gracefully
 - Provide ongoing guidance for youth
 - Ensure the safety of all members while at the Club
 - Learn and assist in daily guidance needs
- Fun
 - Create an environment that is a free-flowing area where youth are engaged in positive activities and programs that are FUN, challenging, exciting or interesting.
- Supportive Relationships
 - Serve, at all times, as a positive role model for our Club Members and our Community
- Opportunities and Expectations

- Hold Club Members accountable for their actions
 - Provide structured activities and expect Club Members to follow through and complete the program/activity that they choose to participate in
- Recognition
 - Great Club Members by name every day
 - Develop/utilize recognition tools for the program that you run on a daily basis
- Academic Success (Education) (The Arts)
 - Be intentional about creating high-yield educational activities for Club Members at all times
- Good Character and Citizenship (Character and Leadership)
 - Establish a rich environment in which informal guidance and character development are occurring at all times
- Healthy Lifestyles (Sports and Recreation) (Health and Wellness)
 - Communicate the value of social recreation to Club Members, caregivers and the community
 - Communicate and demonstrate the value of healthy lifestyles to Club Members, caregivers and the community
- Teamwork
 - Ensure a productive work environment by participating in monthly staff meetings and breakout sessions
 - Assist in other Club areas as needed
 - Communicate daily with Program Director regarding successes and challenges

Boys & Girls Clubs of the Rogue Valley is an equal opportunity provider.
Please reply with resume to Dan Horst, Director of Program Quality –dan.horst@begreat4kids.com

- Ensure that Club Members are following rules
- Bathroom checks as schedule through Program Director
- Assist with meal time utilizing direction, trainings and tools provided by Program Director
- Other
 - Track participation and share successes when running assigned grant programs
 - Create monthly activity calendar based on weekly themes and goals for Club
 - Turn in two Session Planning Sheets per week demonstrating intent to run a high-yield activity at scheduled times
 - Administer minor First Aid
 - Put away any items/supplies used in program area each and every day
 - Complete daily chore/s as requested by Program Director

Environment:

This is a physical job, working both indoors and outdoors in all weather conditions and high noise levels. This position requires that you be on your feet for most of your shift. This is a part-time, hourly position with occasional weekend hours. As a Boys & Girls Club employee, you agree to represent the Club in a positive way at all times.

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Please reply with your resume to Dan Horst, Director of Program Quality – dan.horst@begreat4kids.com or contact (541) 479-5258 with any questions.

Job Type: Part-time

Pay: \$14.70 - \$15.70/hour *depending upon experience and bilingual ability*

Schedule: After school - Monday to Friday (2-6:00pm) This is a part-time, hourly position with occasional weekend hours.

Ability to commute/relocate: Talent, OR. 97540 / Phoenix, OR. 97535

Experience: Childcare: 1 year (Preferred); Data Entry; Customer Service

License/Certification:

First Aid Certification (Preferred)

CPR Certification (Preferred)

Work Location: In person



Mission Statement

The Boys & Girls Clubs of the Rogue Valley works to provide year-round positive, fun and safe places and program for all kids, helping them to build self-esteem and develop skills necessary to make right choices, becoming responsible and productive citizens.

Boys & Girls Clubs of the Rogue Valley Values

BE GREAT.

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