POSITION DESCRIPTION

TITLE: Program Director

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Chief Executive Officer

FLSA STATUS: ☑ Exempt ☐ Non-Exempt

Interested applicants should apply by submitting a resume and cover letter via email to bgcmissoula@gmail.com. Include “Program Director” in the email subject line.

Boys & Girls Club of Missoula County provides equal employment opportunity for all applicants and employees.

PRIMARY FUNCTION:

The Program Director is responsible for overseeing the planning, development, implementation and evaluation of the Boys & Girls Club of Missoula County’s (BGMC) after-school programming and summer camp. Reporting to the Chief Executive Officer (CEO), the Program Director will be responsible for planning and implementing the programming at our four after-school program site locations, as well as our full-day, eight-week summer camp. The Program Director will also oversee all Site Directors and their management of the Assistant Site Directors at each location. The Program Director will support staff with developing programming and curriculum aligned with our priority outcomes areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. Additionally, the Program Director will support staff with ensuring proper communication, safety, and operations at each site during the school year and summer camp.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of four clubhouse sites across Missoula County with the goal of supporting and achieving youth development outcomes:
   - Establish site program objectives and curriculum consistent with organizational goals and mission.
   - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
   - Ensure 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).
   - Demonstrate leadership to ensure proper conduct, safety and development of members.
   - Support site staff with developing and implementing high-quality programming for members through the school year and summer months.
Program Development and Implementation

1. Establish and maintain site program goals and settings to ensure the health and safety of members. Ensure site staff understand 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.
2. Ensure the evaluation of Club programs on a continual basis, including tracking outcome metrics; verify that programs/activities respond to member needs and address their gender and cultural diversity.
3. Work with the CEO to determine site location budgets and control site program and activity expenditures within the approved budget.
4. Ensure all after-school and summer camp staff are provided with high-quality training and professional development at the start of each program cycle.
5. Work with the CEO to design and implement family engagement activities, including family orientation meetings, consistent and ongoing communication methods, family feedback opportunities, and family volunteer and participation opportunities.

Supervision & People Management

1. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
2. Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
3. Ensure productive and effective performance by all program staff and volunteers.
4. Work with the CEO and site directors to ensure proper and effective communication systems between BGC offices, site locations/staff, and families.
5. Develop systems for staff collaboration and sharing of information (i.e., staff meetings, shared materials)

Marketing and Public Relations

1. 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 mailings, fliers and media releases.
2. Support the CEO and site directors with providing strong communication and public sharing of information via our website, social media, email, phone and text.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and/or events, and/or participate in the implementation of other unit activities as necessary.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member and branch issues.
4. May handle deposits and banking transactions.

OPTIMAL ALLOCATION OF TIME:

- 25% at after-school program sites/summer camp working directly with site staff members (program support, logistics/operations – food, data/record keeping (attendance, etc.)
- 15% supporting member families (individual support, family engagement opportunities, etc.)
- 15% growing after-school program and summer camp programming/curriculum/schedules to deliver a high-quality experience for members
- 10% developing and implementing staff training and professional development
- 15% systems work (BGCMC strategy work, developing metrics for program quality, etc.)
- 10% working with community organizations and building partnerships across Missoula County
- 10% administrivia (emails, data collection, organization and analysis, etc.)

**RELATIONSHIPS:**

Internal: Maintain close, daily contact with site staff (professional and volunteer), members, and CEO to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct; and advise/counsel.

External: Maintain contact as needed with external community groups, schools, members’ families and others to assist in resolving problems, increasing external collaboration and partnerships, and increase awareness of Boys & Girls Club across Missoula County.

**SKILLS/KNOWLEDGE REQUIRED:**

- A strong commitment to youth and the Boys & Girls Club movement
- Bachelor’s degree in related field preferred
- A minimum of three years work 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
- Demonstrated organizational, staff and project management abilities
- Self-directed, results oriented, and data-driven, with the ability to thrive amidst ambiguity
- A track record of getting things done. Strong organizational skills, proven project management experience, and outstanding attention to detail
- Experience leading a team of employees/adults – via professional development, peer-to-peer coaching, or similar.
- The ability to adapt communication styles to work effectively with a wide variety of internal and external stakeholders
- Extensive experience with Microsoft Office (Word, PowerPoint, Excel) and Google tools (Docs, Sheets, Slides, Forms)

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Listed below are key points regarding environmental demands and the work environment of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) part of the work day;
- Required to exert physical effort in handling objects more than 30 pounds rarely;
Normal setting for this job is an office/school setting; this position does require car travel between various program sites.

REPORTING STRUCTURE:

The Program Director reports to the Chief Executive Officer.

COMPENSATION:

Compensation for the position is commensurate with experience.

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.

APPLICATION INSTRUCTIONS:

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