



BOYS & GIRLS CLUBS
of Missoula County

POSITION DESCRIPTION

TITLE: Site Director (Part-Time)
REPORTS TO: Program Director
RATE OF PAY: Starts at \$10.00 per hour

Interested applicants should apply by submitting a completed job application or a resume via email to bgcmissoula@gmail.com. Include "Site Director" in the email subject line.

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

PRIMARY FUNCTION:

The Site Director (SD) plays an essential role in providing high-quality, engaging, and fun programming to our members at one of our four After School Program sites. S/he will take ownership over the execution of programming and all related logistics required to operate a great After School Program at their site. This is a great role for anyone interested in deepening their knowledge and honing their skills related to youth development, including academics, character traits, community involvement, and healthy living. The SD will plan and execute a robust set of program offerings for the members at their site. S/he will organize and oversee all programming activities, track staff and member daily attendance, implement policies and procedures, handle behavior management concerns, keep the site area clean and safe, and serve as a key point of contact for families on a daily basis. S/he will also directly supervise the Assistant Site Director(s) at their site, as well as any volunteers. S/he will be a role model to our members and we're excited to find a motivated individual interested in a fun and rewarding part-time job in the afternoons spending time directly interacting and shaping the future of young people across our city. Site Directors will be expected to encourage and model positive social interaction and conflict resolution.

KEY ROLES (Essential Job Responsibilities):

- Oversees the After School Program facilities and maintains a safe environment for our members at all times.
- Serves as the main point of contact and communicates regularly with parents, members, other staff, and volunteers.
- Tracks member attendance, manages payments from families, and writes incident reports, when necessary.
- Maintains a positive attitude, program and image of the Boys & Girls Club of Missoula County.
- Develops weekly programming schedules, lesson plans, and related activities for the members that include academic enrichment, health and physical activities, the arts and music, and any additional areas you want to focus on with your members.
- Provides members with daily snack, including preparation, supervision, and clean up.
- Supervises homework / quiet / free time and maintains a vigilant watch of all members at all times.
- Follows staff code of ethics.
- Attends all staff meetings and trainings, as organized by the Chief Executive Officer and/or the Program Director
- Ensures that the club site is clean at the end of each day.
- Treats the site, site property and club property with respect.
- Performs other duties as assigned by the Program Director.
- Plays with the kids each day and helps them with projects and activities.

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.