



**BOYS & GIRLS CLUBS
OF SOUTHERN ILLINOIS**

JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF PROGRAM SERVICES

DEPARTMENT: Administration-Programming

REPORTS TO: Chief Executive Officer

FLSA [X] Exempt [] Non-Exempt

SUMMARY:

The Director of Program Services oversees the coordination and administration of all aspects of ongoing programs including planning, organizing, leading, and controlling program activities. Ensures that programs and services are well coordinated and productive by managing its procedures and coaching of employee, interns and volunteers.

Essential Duties and Responsibilities:

Leadership

1. *Provide leadership and direction to unit and site directors and coordinators in the management of their sites, programs and employees;*
2. *Ensure an environment that facilitates achievement of Youth Development Outcomes with overall responsibility for attractiveness and safety of property and equipment;*
3. *Maintain and build on site and cross-site initiative to build protective factors (i.e., mentoring, curricula implementation, programming objectives.*
4. *Serve as a member of the administration team*
5. *Represent the organization in the community through outreach programs, recruitment of members, employees, interns and volunteers*

Employee Development/Human Resource

1. *Develop, implement, and maintain a rigorous and regular training program and documentation of employee and intern participation.*
2. *Supervision of unit/site directors and coordinators*
3. *Develop, implement and ensure rigorous on-boarding of new hires with the HR manager;*
4. *Ensure compliance with federal, state and local labor laws and requirements;*
5. *Enforce and ensure clear understanding of employee policies and procedures*
6. *Administer regular employee reviews and evaluations*
Assure directors and coordinators conduct reviews
7. *Complete payroll responsibilities as directed by Director of Finance.*

Fiscal Responsibilities

1. *Ensure personnel and purchases adhere to budgets (grants and general operation*
2. *Make purchases within budgetary constraints of materials and supplies*
3. *Submit purchase requests and receipts in a timely manner*

Data Management

1. Oversight of nFocus/Kidtrax – data management
2. Oversight of accurate membership, case management, and attendance data
3. Implement other data management/collection systems as needed
4. Provide administrative team with membership data reports (attendance, ADA, enrollment, etc)
5. Work collaboratively with the Director of Development/ and Grant Coordinator on grant objectives and data collection.

Volunteers/Interns

1. Work collaboratively with the Director of Development to assure Volunteers and interns are receiving an optimal Club experience at the sites assigned.
Obtain the proper documentation

BGCA Requirements

1. Ensure the organization meets Boys & Girls Clubs of America guidelines and expectations, including reporting procedures; curriculum objectives; strategic planning
2. Become familiar with BGCA goals and objectives; strategic plans; curriculum updates and relay information to employees.

Partnership Development

1. Develop and maintain current collaborative partnerships with public, civic groups, University departments and groups, social agencies and other community groups. Represent the organization and interpret its objectives, standards and programs.
2. Develop and maintain a strong relationship with the school leadership.

Advisory Council

1. Co-Chair the council with a board member
2. Hold regular, monthly or bi-monthly meetings
4. Develop goals to be achieved by the council on an annual basis.
5. Recruit council members as needed

Board of Directors and Committee Involvement

1. Submit monthly reports to the CEO for the monthly board meetings.
2. Attend monthly board meetings

Additional Responsibilities

1. May be assigned special projects or other duties periodically by the Chief Executive Officer

RELATIONSHIPS:

Internal: Maintains close contact with assigned Directors and other employees to provide Technical assistance in matters of programming and operations; cooperative and strong leadership presence among the administrative team (Chief Executive Officer, Director of Finance, Director of Development, Grant Coordinator and Human Resources Manager.

External: Maintains contact with external community groups, schools, and others.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university.
- 5 years of experience in a leadership role in youth development and programming

- *A minimum of five years work experience in non-profit agency operations management and supervision, with at least two years in a field of youth development; or an equivalent combination of experience.*
- *Knowledge of youth development and developmentally appropriate practice*
- *Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, the recruitment and retention of key personnel; facilities co-management; and budget management.*
- *Strong communication skills, both verbal and written.*
- *Ability to manage multiple tasks and to develop solutions to problems with limited supervision.*
- *Ability to establish and maintain effective working relationships with Club employees, subordinates, Board members, community groups, and other related agencies.*
- *Experience in conducting training with an understanding of adult learning theory*
- *Strength based approach to coaching employees*
- *Valid Driver's License.*

SUPERVISORY RESPONSIBILITY

- *Supervision of Unit/Site Directors and Coordinator of Teen Services.*

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full time, exempt (salaried) position and hours of work and days are typically Monday through Friday 9:00am to 7:00pm. Occasional weekend work may be required as job duties demand (i.e., program events, fundraisers, supervision/observation of programming, etc).

TRAVEL

Travel is primarily local (between Marion and Carbondale) during the business day, although some out-of-area and overnight travel may be expected for trainings and events.

EEO Statement

It is, has been, and will continue to be the policy of BGCSI, to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, or veteran status. Further, it is the policy of BGCSI to remain in compliance with all federal, state, and local requirements to recruit a diverse pool of applicants and to ensure that our employment practices are, in fact, non-discriminatory. This shall apply to all employment practices, but not limited to hiring, promotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions relating to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation.

DISCLAIMER:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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.

Signed by: _____
Employee **Date**

Approved by: _____
Chief Executive Officer **Date**