



**BOYS & GIRLS CLUBS
OF GREATER
NORTHWEST INDIANA**

POSITION DESCRIPTION

Position Title: Program Director
Department: Club
Reports To: Club Director
FLSA Status: Exempt

Job Summary:

The Program Director is responsible for the delivery of a broad range of outcome driven programs, special events, summer day camps and afterschool programs. Responsibilities include attaining membership goals by maximizing the members experience through the oversight of program delivery. The Program Director develops, plans, implements, supervises and evaluates mission based programs and services as well as part-time program staff.

Major Duties and Responsibilities:

1. Develop, plan, implement and maintain the administration of a broad range of Club programs and activities in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts and Sports, Fitness and Recreation.
2. Create and sustain program procedures and guidelines as well as high quality standards of practice.
3. Oversee the delivery of day-to-day programming in accordance with established criteria and goals.
4. Provide guidance and discipline to members while also encouraging members to participate in a variety of programs and activities.
5. Ensure program staff understand and effectively communicate program standards as well as keeping program areas safe and healthy for members.
6. Ensure program evaluations address desired outcomes, are conducted on a regular basis and the data is analyzed to drive program effectiveness.
7. Conduct preliminary investigations and follow up on all incident/accident reports.
8. Control Club program and activity expenditures within approved budget.
9. Monitor and direct work assignments of program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
10. Oversee proper record keeping and reporting including activities and events, breakdowns of daily participation figures, notable achievements and any problems/issues.
11. Engage in community outreach to promote programs and services to increase visibility with partner agencies and potential donors.
12. Develop partnerships with parents, community leaders and other organizations with like missions.
13. Performs other incidental and related duties as required and assigned.

Knowledge/Skills Required:

- Bachelor's degree and two years' work experience in a Boys & Girls Club or similar youth organization with an emphasis on planning and supervising programs or equivalent experience.
- Demonstrated member and staff supervision skills.

- Demonstrated ability to market programs, activities and events using a variety of means.
- Excellent communication skills, both verbal and written.
- Computer literacy in Microsoft Windows and Microsoft Office or similar programs.
- Proven ability to organize, budget, plan and implement projects with multiple deadlines.
- Proven conflict resolution skills as well as keen patience and understanding.
- Must possess or have the ability to obtain a Public Passenger License and certification in CPR and First Aid.

Physical Requirements / Work Environment:

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 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 50 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.

Disclaimer:

The information presented indicates the general nature and level of work expected of an employee in this classification. 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.

Signed by: _____
(Employee Name)

Date: _____
(mm/dd/yyyy)

Approved by: _____
(Supervisor Name)

Date: _____
(mm/dd/yyyy)