



**BOYS & GIRLS CLUB
OF JOLIET**

POSITION DESCRIPTION

TITLE: Site Director

REPORTS TO: Chief Executive Officer

FLSA STATUS: Exempt

PRIMARY FUNCTION:

The Site Director is responsible for overseeing the planning, development, implementation and evaluation of a specific program for youth between the ages of 6 and 18 within a designated Club. Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. The Site Director also provides leadership and supervision to assigned program and volunteer staff; manages budgets and controls expenses as assigned.

Directs/manages overall daily operations of the designated Clubhouse with the primary concern for programs and service delivery, supervision and training of staff, community relations and membership administration.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of designated Clubhouse programs and activities that support Youth Development Outcomes:
 - Establish Clubhouse program objectives 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 conduct, safety and development of members.

Program Development and Implementation

- Establish and maintain Clubhouse program goals and settings that ensure the health and safety of members. Ensure that 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 conditions.
- Ensure the evaluation of Club programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.

Supervision

- 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.
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
- Ensure productive and effective performance by all program staff and volunteers.

Marketing and Public Relations

- 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.

Resource Management

- Assist in the development of annual budgets.
- Control Clubhouse program and activity expenditures within approved budget.
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
- Recruit, manage, and provide career development opportunities for site staff and volunteers. Conduct regular staff meetings

ADDITIONAL RESPONSIBILITIES:

1. May be required to drive Club van periodically.
2. May handle deposits and banking transactions.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor 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, member's parents and other to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree in related field from an accredited college or university, or equivalent experience.
- A minimum of five years work experience in a Boys or 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.
- Mandatory CPR and First Aid Certifications

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

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.

Signed by: _____
Incumbent Date

Reviewed by: _____
Chief Executive Officer Date