**Full job description**

**Boys & Girls Clubs of Huntington Valley (BGCHV)**

**Position: Director of School Age Programs**

**Reports to:** Director of Operations

**Purpose:** The Director of School Age Programs will be responsible for quality programing, supervision and consistency throughout all school age related programs offered by the organization. Candidate will have the ability to review current operations, trends in the field, best practices, and work diligently to move all BGCHV’s school age programs (grades K-12) in the direction needed for future growth and success. Candidate will work closely with staff, peer directors and the CEO to ensure programming is consistent among program sites, and employees are engaged and motivated. Expectation is to drive results by creating an environment that allows staff and children to grow and thrive.

**Salary:**$74,000-$78,000/year

**Hours:** Monday – Friday, 8:00am-5:00pm. Hours adjusted as needed, additional hours as required.

**Benefits:** As defined in the Employee Handbook

**Responsibilities:**

* Builds a positive, collaborative team environment with a focus on consistent and continuous quality improvement, growth, and learning.
* Motivates, engages and empowers others to develop solutions that drives outstanding results.
* Actively networks and build relationships within our communities and local and national BGCA organizations, consistently finding opportunities to promote our program sites and programs, with the goal of increasing and maintaining enrollment at the school-age branches and Family Support Programs.
* Regularly examine operations and ensure sites are following health and safety laws, regulations, and BGCHV operating guidelines. Proactively finds ways to mitigate risk.
* Works cooperatively within the agency structure, reviewing, and adapting agency policies and procedures to improve the administration and programs for BGCHV.
* Provide leadership guidance and support for Unit Directors, Program Directors and YDP staff members to ensure compliance with agency goals, policies, and procedures.
* Provide leadership guidance and support for Unit and Program Directors to maintain compliance with city, state and federal laws, BGCA expectations and more.
* Have knowledge of age appropriate curriculum, interactions and environments.
* Oversee and assist the Unit and Program Directors in administering, planning, and evaluating activities and lesson plans that promote age-appropriate learning and growth.
* Responsible for budgeting, financial planning, resource management, and implementation of efficient systems to ensure high-quality, cost-effective operation of all school age programs.
* Work with Unit and Program Directors to prevent and/or resolve issues and conflicts with parents and staff by providing observations and feedbacks on a consistent basis.
* Plan, coordinate, and promote professional development and training consistent with agency policies and regulations, BGCA training opportunities and other related opportunities.
* Facilitate relationships with other community organizations to develop and implement new program models and service methods to successfully meet the needs of each individual program.
* Create positive team building experiences within internal and external programs for productivity and stability.
* Coordinate events with agency’s leadership team to maximize clients experience and expectations
* Communicate and establish relationships with local community leaders to enhance program development and growth.
* Stay updated on trends and regulations to ensure all staff and leadership are in compliance with new laws, policies and regulations.
* Maintain, develop and/or modify curriculum to meet the needs of children enrolled in all school age programs. Remain current with new innovative developments and trends in the field.
* Develop long term plans to facilitate the growth of the school age programs.
* Organization-wide event support and other tasks assigned by the CEO as needed.

**Qualifications:**

* Bachelors’ in Recreation Administration, Human Services, Sociology, Liberal Studies or related field.
* Five or more years’ in a supervisory role including prior director-level experience in a school age setting.
* Mandatory trainings as required (BGCA, CPR/First Aid, Mandated Reporter, etc.).
* Outstanding oral and written communications skills.
* Ability to manage multiple projects and meet deadlines, while maintaining a positive attitude.
* Willingness to work additional hours for agency projects and events.

**Qualities:**This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition. A hard working dedicated professional who is honest, loyal decisive and credible. A self-starter who values integrity, is passionate about kids, and willing to sacrifice to accomplish team goals. Must be able to work positively within a Boys & Girls Club environment and promote an atmosphere of community and cooperation among all interested parties.

**Equal Employment Opportunity Policy**

We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex (including breast feeding and related medical conditions), gender identity and expression, sexual orientation, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, pregnancy, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable federal, state and local laws.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

**COVID-19 considerations**

The safety of our employees and members is always BGCHVs' #1 priority. BGCHV takes numerous safety precautions to mitigate the risk of COVID-19 within our Club community. BGCHV follows all state and local regulations.

**Acknowledgment:**Employment, compensation, and benefits at the Boys & Girls Clubs of Huntington Valley are at-will, shall be for no specific duration, and may be changed or terminated at any time. Nothing in this job description/posting is intended to create an employment contract, implied or otherwise.