

**Boys & Girls Clubs of Huntington Valley**

**Job Description**

**Position: Program Director**

**Reports to:** Unit Director

**Purpose:** Under the supervision of the Unit Director, the Program Director has the responsibility for supervising personnel, Club programs and reporting to the Unit Director. In the absence of the Unit Director, the Program Director is responsible for the Club.

**Responsibilities:**

* Ensure environment settings are safe and clean inside and outside for the children, and that classrooms have needed supplies and equipment.
* Supervise staff and program areas to assure safety and participation in scheduled activities and programs.
* Accept responsibility for the management and security of the Club facility as assigned by the Unit Director.
* Attend neighborhood/community meetings relevant to specific core service areas.
* Supervise, schedule, recruit and retain volunteers.
* Evaluate programs, outcome objectives and membership statistics as they relate to core program areas and personnel; in conjunction with the Unit Director.
* Maintain and inventory vending machines.
* Regularly monitor staff performance and provide coaching and mentoring for performance improvement and development. Provide day-to-day leadership and work with staff to ensure high performance and to promote a positive environment and employee relations.
* Communicate effectively with parents, staff, and prospective families.
* Work effectively with all school staff, keep communication open and non-threatening and respond to staff needs for experimentation and growth.
* Assist Director of Family Support with planning and obtaining information for monthly staff meetings.
* Attend seminars and share information with staff.
* Handle discipline situations with children, as needed.
* Assist in and plan club fund‑raisers.
* Schedule and organize field trips and special events.
* Purchase supplies, equipment, etc.
* Work directly in program areas as required, providing breaks and classroom coverage as needed. Be aware of staff absences and arrange for coverage, as well as maintain ratios in each room.
* Know basic office operations and the ProCare Membership system.
* Complete tasks as assigned by the Director of Family Support.

**Qualifications:**

1. Bachelor’s degree in related field.
2. Outstanding oral and written communications skills.
3. Willingness to work additional hours for agency projects and events.
4. Ability to manage multiple projects and meet deadlines, while maintaining a positive attitude.
5. Three years of successful experience in a related field.
6. Bilingual in Spanish or Vietnamese a plus.
7. TB Test, First Aid and CPR

**Physical Requirements:**

* Prolonged periods of standing and walking throughout program areas including the outside.
* Some sitting at a desk and working on a computer.
* Must be able to lift 15 pounds at times.
* Must be able to access and navigate each program area at the organization’s facilities**.**

**Qualities:** Hard-working dedicated professional who is honest, loyal decisive and credible. Self-starter, who values integrity, is passionate about kids, and willing to sacrifice to accomplish team goals.