

# GREAT FUTURES START **HERE.**

## **Boys & Girls Clubs of Napa Valley**

### POSITION DESCRIPTION

<b>JOB TITLE:</b>	Program Director	<b>REPORTS TO:</b>	Director of Operations
<b>LOCATION:</b>	Napa School Site	<b>SUPERVISES:</b>	15-20 Part-Time Staff
<b>HOURS:</b>	40 week Full-time	<b>SITE MEMBERSHIP:</b>	200-300
<b>STATUS:</b>	Non-Exempt		
<b>PAYRATE:</b>	\$52,000-\$55,000/YEAR		

Are you a creative, energetic person who enjoys a challenge? Do you want an opportunity to make a positive impact in the lives of today's youth? If so, we want to meet you! Here at Boys & Girls Clubs of Napa Valley, we enjoy being with kids. We help them realize their full potential as productive, responsible, and caring citizens.

As a Program Director, you will direct & manage overall daily operation of program administration at a Napa school site. The primary functions of this position are: program and service delivery, membership administration, and supervision and training of staff. Also responsible for developing and maintaining working relationships with parents, school personnel and community stakeholders.

#### **POSITION SUMMARY:**

Under the supervision of the assigned member of the Senior Management Team, this position directs & manages overall daily operation of program administration at Willow Elementary School. The primary functions of this position are: program and service delivery, membership administration, and supervision and training of staff. Also responsible for developing and maintaining working relationships with parents, school personnel and community stakeholders.

#### **KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES)**

##### PREPARE YOUTH FOR SUCCESS

- Ensure a fun, healthy and safe youth-friendly environment, ensuring facilities, grounds, equipment and supplies are clean and well maintained.
- Promote and stimulate program participation.
- Provide guidance and role modeling to members.

##### PROGRAM DEVELOPMENT AND IMPLEMENTATION

- Plan, develop, implement and evaluate all Clubhouse or School Site programs, services and activities to ensure they meet stated objectives as well as member needs and interests.
- Implement new programs according to the interests of the members as well as org. wide initiatives.
- Follow BGCNV calendars and schedules for meetings, programs, trainings and reporting documents.
- Manage program area and ensure a clean and productive work environment, maintaining inventory and organization of all program equipment and supplies.

## SUPERVISION

- Ability to independently recruit, interview, select, manage and motivate a team of part-time staff, ensuring productive and effective performance.
- Support staff towards ongoing learning and improvement with a constant focus on program innovation.
- Model exemplary performance and ideal program implementation for staff.
- Ability to independently supervise small and large groups of youth in a recreation and educational setting, both indoors and outdoors, with youth safety as a top priority.
- Recognize and react quickly to problems and stop the undesirable activity.
- Complete accident or incident reports when appropriate, according to company procedures.
- Ensure staff adhere to the BGCNV Code of Conduct.

## ADMINISTRATIVE DUTIES

- Complete attendance reports, snack orders, program schedules, Quarterly Clubhouse Report, site reports, calendars and other reporting requirements in accordance with due dates.
- Conducts regular meetings with staff, school personnel and immediate supervisor.
- Maintain required average daily attendance.
- Market program through a variety of sources: school newsletter/website, monthly take-home calendars, etc.
- Purchase Clubhouse or School Site supplies & make deposits in accordance with internal budgeting and cash handling procedures.
- Manages school site monthly program and annual membership fees.

## ADDITIONAL RESPONSIBILITIES

- Attend and assist with special events & fundraisers including (but not limited to) annual Crab Feed, Gala, Youth of the Year and Halloween Carnival.
- Participate in team meetings as requested.
- Attend trainings offered through BGCNV or partner agencies as requested by immediate supervisor.
- Maintain open communication and a positive relationship with other staff, parents, teachers, tutors and other school personnel.
- Communicate concerns or issues with immediate supervisor as they arise.
- Responsible for leading or supporting summer and day camp programs on non-school days at various locations, as needed.
- Responsible for the site operation of daily Child Nutrition Program (CACFP, SFSP): assuring snack service is compliant with program regulations, managing inventory and submitting food orders, maintaining snack program service documentation, training part-time staff on program compliance and procedure, supervising staff and participants during snack program. Attend Child Nutrition Program trainings annually and as needed.

## EMPLOYMENT REQUIREMENTS

- Bachelors' Degree from an accredited college or university preferred, or equivalent experience. *Must be able to meet minimum qualification of school district Instructional Aide as set forth by NVUSD.*
- Pre-employment Tuberculosis and Live Scan screenings required.
- Mandatory CPR and First Aid Certifications (trainings provided by BGCNV).

PHYSICAL REQUIREMENTS /WORK ENVIRONMENT

- Ability to stand for extended periods of time while supervising youth in both indoor and outdoor settings.
- Ability to lift up to 20 pounds (program supplies, snack supplies, etc.).
- Ability to bend, squat, climb stairs and lift frequently.

Note: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

We are dedicated to providing a safe environment for members and staff. We adhere to all local & state guidelines & have implemented numerous practices to minimize the risk to COVID-19 exposure. All employees are required to be vaccinated against COVID-19.

The salary range for this position is \$52,000-\$55,000/year based on education and experience. You will be eligible for a \$1,000.00 hiring bonus upon completion of 90 days of employment.

For more information or to apply please contact:

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