



BOYS & GIRLS CLUB
OF FAULKNER COUNTY

Site Manager

Overview

Directs and manages overall daily club operation, with the primary concern for a comprehensive, outcome-driven program and service delivery. Also supervises and trains staff, handles personnel issues, and manages facility.

Position Details:

- **Job Type:** Part-time
- **Pay:** \$20.00
- **Hours:** 35 to 38 hours per week
- **Schedule:** Monday–Friday, 12:00 p.m. to 7:00 p.m. (School year)
- **Location:** Conway

Responsibilities

1. Assist in the planning, organizing, and encouragement of participation in the overall program & services within the Boys & Girls Club of Faulkner County.
2. Oversee & manage the Club during program hours in the absence of the Site Director.
3. Demonstrate leadership to assure conduct, safety, and development of members and staff providing guidance and acting as a role model to members and staff and ensuring Club policies and procedures are always enforced.
4. Support club staff in facilitation and implementation of programming related to academic excellence, healthy lifestyles, and good character/citizenship.
5. Participate in and assist with training.
6. Assist the Director and maintenance staff in building cleaning/sanitizing and minor maintenance projects as needed. Must be able to twist, bend, squat and lift a reasonable weight.
7. Cultivate and maintain a welcoming, inclusive, nurturing, educational, and safe club experience for participating youth.

Qualifications:

- A.A. degree or some credits earned from an accredited college or university or equivalent youth development experience.
- Ability to use a PC computer, including the ability to accurately enter data and use Microsoft Office.
- Current Red Cross First Aid/CPR certification (or within 90 days of employment).
- Ability to pass a background check and drug test.

- Must be able to be actively engaged with youth for several hours a day – including being mobile within the classrooms, play area, transitioning youth from one room or location to another by transport, and in other Club house settings
- Valid driver's license & reliable transportation.
- Availability as stated above.