



TITLE: Onalaska Boys & Girls Clubs Program Director

REPORTS TO: Director of Operations

SALARY RANGE : \$36,000-40,000

BENEFITS:

- Health Insurance (Club pays 75%)
- Dental insurance (Club pays 100%)
- Vision Insurance
- Employee assistance program
- Health savings account
- Life insurance (Club pays 100%)
- Paid time off (eligible for up to 120 hours upon hire)
- Retirement plan (3% match)
- Short term and long term disability (Club pays 100%)
- Free after school, summer and athletic programming for families
- At least 7 paid holidays per year

PRIMARY FUNCTION:

The Program Director is responsible for overseeing the planning, development, implementation and evaluation of a specific program for youth in the Onalaska Boys & Girls Club with a primary focus on middle school youth initially. Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. The Program Director also provides leadership and supervision to assigned program and volunteer staff; manages budgets and controls expenses as assigned.

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 assure conduct, safety and development of members.

Program Development and Implementation

2. Establish and maintain Clubhouse program goals and settings that insure 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 condition.

3. 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.

4. Control Clubhouse program and activity expenditures within approved budget.

Supervision

5. 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.

6. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.

7. Ensure productive and effective performance by all program staff and volunteers.

Marketing and Public Relations

8. 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.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member and branch issues.

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:

- A College Degree or equivalent experience.
- At least one year of direct work experience in youth programming; 3 years or more preferred.
- A thorough knowledge of Boys & Girls Clubs of Greater La Crosse's mission, objectives, policies, programs and procedures.
- Demonstrated ability to organize, direct and coordinate programming for school age youth.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Must possess excellent verbal and written skills.

- Ability to establish and maintain effective working relationships with all Club personnel and Club parents.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Should be physically fit to engage in Club programs when necessary; may require being active for long periods of time. Hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 50 pounds.

Work Environment :

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are performed throughout the Club house at the Boys & Girls

Clubs of Greater La Crosse noise level in the work environment will fluctuate from moderate to high.

Disclaimer :

The job description in no way states or implies these are the only duties to be performed by the Activities Director. As necessary, the Activities Director will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Operations. The Boys & Girls Clubs of Greater La Crosse reserves the right to update, revise or change this job description and related duties at any time.

IMPORTANT TO US: The Boys & Girls Clubs of Greater La Crosse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.