



Executive Director-Brockton Clubhouse

Description:

At Boys & Girls Clubs of Metro South, our Club staff members wear many hats – they're teachers, coaches, mentors, community superheroes, and all-around awesome ambassadors of fun and learning! They're not just responsible for unlocking the doors to our Clubs; they're unlocking doors to new worlds and incredible possibilities for kids and communities all over our service region.

The Executive Director is a proven, motivated, and cause-driven professional with a passion for youth development, high-quality programming, and staff development. Reporting to the Vice President of Program Impact, the Executive Director possesses exemplary relationship-building, project management, and communications skills, and will demonstrate collaborative and mentorship-minded leadership while employing an entrepreneurial, solutions-minded, and results-oriented approach to ensure the success of a multi-faceted Club operation with various high-impact, evidence-based programs and services.

This position is responsible for supervising the daily operations of the Clubhouse and providing creative, flexible, consistent, responsive, transparent, and accountable leadership to promote the mission, vision, values, and strategic direction of the organization as a whole.

The Executive Director will exhibit skills as a dynamic operational professional with experience in planning, leading, and supervising focused youth and/or community programs. Key areas of responsibility include leading the development and implementation of high-quality after-school and summer programs for ages 5-18; ensuring effective communication and collaboration with Clubhouse leadership and direct service staff engaged in programming; building community relations to drive membership and parent engagement and average daily participation; and asset/resource management. The ED will uphold a commitment to building a contagious culture for all key stakeholders by strengthening member and family engagement via program quality, impactful special events, consistent communication, and innovative approaches.

The Executive Director will lead efforts to deliver an accessible, inclusive, empowering, and safe Club experience – from a member's first point of contact with the Club to their ongoing daily engagement through the years. The Executive Director must exude professionalism and approachable confidence in the knowledge of Club programming goals, best practices, and policies that promote safety, quality, and impact.

Qualifications:

- Understanding of and deep appreciation for the mission, vision, and values of Boys & Girls Clubs of Metro South and the respective roles of all stakeholder groups.
- BA/BS from an accredited college or university in business, education, non-profit management, or a related field.
- Minimum five years of experience in leadership with an emphasis on youth development/recreational business operations, growth and development, community involvement, relationship building, program/business line development, employee selection, supervision and development, and daily enterprise management preferred.
- Two years of experience in facility management is preferred but not required.
- Deep knowledge of program planning, administration, and organizational design.
- Demonstrated experience managing a high-performing team of direct service staff.
- Demonstrated resource management, budgeting, and analytical skills – including the ability to compile and analyze data for planning and reporting purposes.

- Superior organizational skills, attention to detail, and project management experience, including the ability to work efficiently and effectively to meet deadlines in a cross-functional, team-based environment.
- Demonstrated resource management, budgeting, and analytical skills – including the ability to compile and analyze data for planning and reporting purposes.
- Technological proficiency, including a command of the Microsoft Office Suite, and familiarity with using a database to track and extract information.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide leadership daily in a normal eight-hour day and occasional night and weekend hours. This position does not provide for remote work options.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.
- This position requires a valid driver's license and will require frequent local travel.

Essential Functions:

Program Development & Leadership

- Create an environment that highlights the achievement of youth and promotes a sense of competence, usefulness, belonging, and influence.
- Ensure the safe, efficient, and effective daily operation of the Clubhouse, including oversight of all staff, facilities, and program activities through effective leadership and supervision of the full and part-time staff team.
- Establish and implement an annual Clubhouse operating plan, working with staff, volunteers, and Club management to develop schedules, processes, goals, and timelines.
- As a member of the program leadership team, work in partnership with the VP & CPO and other EDs to develop and implement a comprehensive continuum of programs aimed at deploying Boys & Girls Clubs of America's "Formula for Impact" consisting of programs that promote *Academic Success, Health & Well-being, Character & Leadership, and Life & Workforce Readiness*.
- Develop and deploy program monitoring and evaluation tools and processes to ensure intended outcomes and impact for youth.
- Ensure the implementation of comprehensive youth development and enrichment programs that include high-impact opportunities for leadership and personal development and which elevate youth through innovative and creative techniques.
- Maintain professional and technical knowledge of standards and licensing requirements of the Commonwealth of Massachusetts, local municipalities, and licensing bodies in support of our work.

Youth & Partner Engagement

- Work with the cabinet and senior leadership staff teams to maintain and expand relationships with partner organizations, volunteers, and other community partners to promote program effectiveness.
- Consult with parents concerning member achievement, behavioral concerns, program participation, referral services, etc.
- Work with Club Support Center staff to develop and maintain public relations to increase the visibility of programs, services, and activities within the Club and the community.

Program Administration & Operations Management

- Clubs serve youth when they need us most, this includes nights and weekends. The Executive Director's work schedule includes early evenings daily.
- Establish staff performance objectives, and supervise and evaluate Program Directors and direct reports with consistency, transparency, equity, and accountability.
- Oversee the hiring, onboarding, and ongoing training and professional development of all full and part-time staff with the Clubhouse to support organizational goals for employee development and retention to promote quality and consistency.
- Maintain a safe and healthy Clubhouse environment, ensuring that members are safe and all facilities, equipment, and supplies are well maintained and operational.
- Support marketing efforts for recruitment and retention of members and programs in partnership with the Director of Marketing & Communications.
- Develop and implement strategies to best utilize our facilities as a community resource and revenue center during non-programming hours (rentals, community events etc.).

Please email your cover letter and resume to hr@bgcmetrosouth.org or mail to:

Jene' Riley | VP of Program Impact
Boys & Girls Clubs of Metro South | Club Support Center
19 Court Street | Taunton, MA 02780

Salary Range:

\$82,000-\$90,000

Benefits: Medical, Dental, STD, LTD, Life, 401k, AFLAC Supplemental Insurance, Tuition Assistance, Program Discounts, etc.

Search Process Target Dates:

- Job Announced Internally: August 4, 2025
- Job Announced Externally: September 2, 2025
- Resumes reviewed on a rolling basis through: September 26, 2025
- Selection made: Late October
- Start Date (anticipated): Early to Mid-November

DISCLAIMER: 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. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. Boys & Girls Clubs of Metro South is an Equal Opportunity Employer.