



**Boys and Girls Clubs of Metro South
Job Description**

TITLE: Workforce Development Director – Brockton Clubhouse
JOB FAMILY: Teen
FLSA STATUS: Exempt
REVISED: December 2023

POSITION SUMMARY:

The Brockton Clubhouse Workforce Development Director is responsible for overseeing the planning, development, and implementation of a broad range of high-impact out-of-school time Work-Based Learning & Education (WBLE) programs for middle and high school youth during the school year and summer to help set Club members on the path to great futures.

At Boys & Girls Clubs of Metro South, we work to provide all of our members with high-quality programming that is safe, fun, and makes a measurable difference, with an ultimate goal of imparting to them the skills needed to achieve success in the 21st century.

ESSENTIAL FUNCTIONS:

- The Workforce Development Director's core responsibilities include overseeing the development and daily coordination of Work-Based Learning & Education (WBLE) programming within the Brockton Clubhouse, utilizing evidence-based curricula to achieve critical measurable outcomes for program participants.
- The Workforce Development Director will be a lead practitioner whose responsibilities will include the design and implementation of program models and curricula, the measurement of participant achievement, the supervision and development of staff, and the promotion of best practices throughout the organization.

Program Development & Leadership

- Create an environment that highlights the achievement of youth and promotes a sense of competence, usefulness, belonging, and influence.
- Develop and implement a comprehensive continuum of programs aimed at supporting career exploration and readiness, financial literacy, and college access – leveraging data and program evaluation tools to ensure intended outcomes and impact for youth.
- Ensure implementation of annual program objectives including BGCA national initiatives and programs, and “homegrown” program models and curricula.
- Assist in crafting overall strategic direction for the organization's Work-Based Learning & Education (WBLE) programs including the implementation of programmatic strategic plans as prescribed through collective partnership with key stakeholders and funders.

- Implement 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.
- Create pathways to student success through programs which provide youth with the skills and resources they need to succeed in the classroom, apply learning to everyday situations, and embrace 21st Century technology to achieve future career success.
- Ensure year-round experiential learning opportunities for youth including in-Club internships, job shadowing and externship placements with partner businesses and organizations in the community, college tours, etc.

Youth & Partner Engagement

- Work with the Brockton Clubhouse Executive Director and senior leadership staff to maintain and expand relationships with partner organizations, volunteers, and other community partners to promote program effectiveness.
- Assist in planning and implementation of a recruitment strategy that assures that we maximize the involvement of middle and high school youth.
- 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 Clubhouse, and the community.
- Oversee special programs and/or events, and participate in the implementation of other Club activities as necessary.

Program Administration & Operations Management

- Clubs serve youth when they need us most, this includes nights and weekends. The Workforce Development Director work schedule includes evenings daily.
- Establish staff performance objectives, supervise, and evaluate each program instructor and volunteer assigned to support WBLE programming.
- Maintain a safe and healthy environment, ensuring that members are safe and all facilities, equipment, and supplies are well maintained and operational.
- Provide supervision and guidance to ensure positive, visible, and continuous supervision of Club members at all times.
- Assist in the development of annual budgets and control expenditures against budget.

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 a relevant field of study.

- Minimum of three years of experience in the field of youth development required with a minimum of two years of experience in the operation of a Boys & Girls Club (or similar organization) and/or workforce development preferred.
- Comprehensive knowledge of program planning, organizational design, budgeting, and administrative operations.
- Demonstrated experience managing a high-performing team of direct service staff.
- 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, the Google Suite, and familiarity with using a member/program management database to track and extract information.
- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of groups, interact with and motivate youth and staff, 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.
- Certifications: CPR/AED for the Professional Rescuer or equivalent, and Basic First Aid (required). Training can be provided upon hiring and must be completed within the first 90 days of employment.
- Ability to acquire a Commonwealth of Massachusetts 7D driver's license within 90 days of employment.

BOYS & GIRLS CLUB COMPETENCIES:

Engaging Community: Builds bridges beyond our walls to ensure our Clubs' work is community-focused, welcoming of all, and providing wide-reaching community benefits.

Inclusion: Values all people (members, families, staff, volunteers, donors, partners, etc.) for their unique talents, and takes an active role in promoting practices that support diversity, equity, inclusion, and global work, as well as cultural competence.

Communication & Influence: Listens to understand and expresses self effectively (in written and verbal communications) in ways which engage, inspire, inform, and build commitment to our mission.

Program/Project Management: Ensures program/project budgetary and impact goals are achieved with respect for deadlines and workflows.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Clubs' work and impact in the community and on members.

Developing Self & Others: Develops self (skills and actions) and supports others (e.g., staff, volunteers, members), both formally and informally, to achieve their highest potential.

Teamwork & Cooperation: Demonstrates ability to work productively and cooperatively with others at all levels to achieve individual and collective goals for impact. Understands and manages external emotions effectively in all situations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name: _____ Date: _____

Signature: _____ Date: _____

The Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature: _____ Date: _____