



Youth Development Director-Brockton Clubhouse

Boys & Girls Clubs of Metro South is the preeminent youth development organization in Southeastern Massachusetts, serving more than 2,500 youth annually from infancy to adulthood from nearly 50 zip codes at our Clubhouses in Brockton and Taunton, 100-acre Camp Riverside property, and at several community extension sites across the region. BGCMS is fueled by a critical mission *"to nurture strong minds, healthy bodies and community spirit through youth-driven, high-impact programming in safe and fun environments"* to ensure that every child in need of support, opportunity, and belonging has a positive place to spend their out-of-school hours. We hold an intrinsic belief that every child deserves an equal chance to pursue the American Dream – to have a genuine opportunity to realize their full potential to achieve a great future.

Reporting to the Club's Executive Director, the Youth Development Director is a position that is responsible for helping the Club's Executive Director with the overall direction, coordination, operation, and success of the Clubhouse's youth programming including (Traditional Youth Club Programming, STEM Programming, and Youth Structured Choice Enrichment Programs). The Youth Development Director will ensure the Clubhouse meets or exceeds programmatic goals, membership goals, and financial goals, while providing remarkable leadership in areas of member experience and participation, new membership growth, program evaluation, training, staff team supervision, and in-Club business performance.

The Youth Development Director will provide daily support to a team of 10+ team members and offer ongoing leadership, motivation, and development. They are responsible for casting, coaching, communication, alignment, and holding staff accountable to the collective Boys & Girls Clubs of Metro South expectations. The Youth Development Director can expect to work frequent nights and a normal schedule of 11:00am-7:00pm daily.

ESSENTIAL FUNCTIONS:

Prepare Youth for Success

- Provide strategic and administrative direction for all youth programs and activities in concert with the stated core principles of the Boys & Girls Clubs of Metro South.
- Establish Club 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 ensure proper conduct, safety and development of members.

Program Development and Implementation

- Establish programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of positive youth development.
- Maintain and develop programs ensuring that all members have opportunities to achieve academic success, good character and citizenship and healthy lifestyles.
- Serves as a resource for the Executive Director, parents, members and the general public in regard to Boys & Girls Clubs of Metro South standards and programming.
- Plan, develop, implement and evaluate overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all

activities, attendance and participation. Should be prepared to collect and analyze data on programs and outcomes on a daily-basis.

- Manage Club financial resources assisting in the development of annual budgets. Control expenditures against budget.
- Responsible for the development and maintenance of good relations with school personnel, members, parents and the general public.
- Develop and maintain partnerships with community leaders and other organizations.
- Develop and maintain good public relations with schools, general public and other organizations to increase the visibility of programs, services and activities within the Club.
- Exercise authority in problems relating to members, utilizing guidance and discipline plans.

Supervision

- Supervise the management and maintenance of Club facilities.
- Supervise departmental staff and volunteers including responsibility for hiring, training, mentoring, evaluating, and disciplining coaches, instructors, and departmental staff to ensure maximum member safety and positive collaborative relationships with community partners.
- 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.
- Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
- Ensure productive and effective performance by all program staff and volunteers.
- Establish and maintain standards of conduct for all Club and direct reports.
- Monitor strict observances of health, safety and legal requirements for program operations with a goal of risk assessment and risk reduction.

Marketing and Public Relations

- 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, media releases and social media.

Additional Responsibilities:

- Oversee special programs and/or events and/or participate in the implementation of other Club activities as necessary.
- Consult with parents concerning member and Club issues.
- Assist with administration duties associated with Club activities.

QUALIFICATIONS:

- Four-year degree from an accredited college or university required.
- A minimum of three years' work experience in a Boys & Girls Club, YMCA, educational institution, coaching at a secondary school/collegiate level, or equivalent experience.
- 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, 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.

How to Apply:

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

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

Salary Range:

\$58,000-\$62,000

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

Anticipated Search Process:

- Job Announced: July 14, 2025
- Resumes reviewed on a rolling basis through: August 15, 2025
- Selection made: Late August
- Start Date (anticipated): Early September

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.