



Middle School Program Director - 21st Century Community Learning Center (21st CCLC) Job Profile

About BGCSM

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The out-of-school hours have become critical for young people, a time when many children in our communities need opportunities to learn, grow, build meaningful connections, discover new interests, and experience new things. We provide a safe place filled with hope and imagination, ongoing relationships with caring adult mentors, and enriching programs that foster learning, confidence, creativity, and personal growth. BGCSM is growing, innovating, expanding, and exploring new opportunities to maximize and amplify our impact.

Overview of the role

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The organization has been providing youth development programs for more than 100 years. Clubhouses are safe places to learn, have fun and develop skills and interests that last a lifetime.

Reporting to the Director of Operations, the MS Program Director leads the planning, coordination, and implementation of our Middle School program under the 21st Century Community Learning Grant. This role is responsible for creating a safe, inclusive, and engaging environment that supports academic enrichment, social-emotional development, and real-world skill-building. The Director will supervise program staff, manage daily operations, and serve as the 21st CCLC grant expert, ensuring all grant requirements and program goals are met.

A key focus of this role is to expand and strengthen our middle school programming as a pipeline into the Bridge to Success (BTS) Teen Program, fostering early engagement, leadership development, and smooth transitions into high school and beyond. The Director will play the primary role in connecting youth to long-term opportunities that promote college and career readiness, civic engagement, and lifelong success. A successful candidate will thrive in a fast-paced and dynamic environment.

Who You Are

- **You have** a Bachelor's degree in Education, Youth Development, Human Services, Social Work, Recreation, Nonprofit Management, or a related field preferred, along with 3–5 years of experience working with teenagers in youth development, education, recreation, or a related field. Experience supervising staff or volunteers is preferred.
- **A relationship builder.** You believe every young person deserves someone who believes in them. You naturally build trust with young people while creating an environment where they feel safe, respected, challenged, and inspired to grow.
- **A leader who develops people.** You enjoy coaching staff, mentoring emerging leaders, and helping others reach their full potential. You set high expectations while providing encouragement, accountability, and support.



- **Mission driven.** You believe every teenager deserves caring adults, meaningful relationships, and opportunities that prepare them for successful futures. You bring energy, purpose, and optimism to your work each day and inspire those around you to do the same.
- **An exceptional connector.** You are equally comfortable engaging with teens, collaborating with families, building relationships with schools, employers, volunteers, and community organizations, and creating opportunities that expand what's possible for young people.
- **Organized and outcomes focused.** You enjoy balancing big-picture thinking with daily execution. You understand that exceptional programs require thoughtful planning, strong operations, and continuous improvement to create meaningful outcomes for youth.
- **A collaborative communicator.** You build trust through clear communication, active listening, and a team-first mindset. You enjoy working across departments and with community partners to create the best possible experience for teens.
- You are **committed to learning, growing, and continually improving** your leadership and programming while seeking innovative ways to better engage teenagers.
- **You bring positive energy** to the organization and understand that meaningful work and joyful experiences go hand in hand. You create an environment where teens and staff alike feel welcomed, connected, challenged, and excited to return each day.
- **You are available M-F** during the out-of-school hours and some weekends. You enjoy attending special events celebrating .
- You have **CPR/First Aid** certification or are willing to obtain one.

What You'll Do

Program Implementation:

- Design and deliver high-quality, developmentally appropriate programming aligned with 21st Century goals and youth interests.
- Work with team to intentionally develop and deliver weekly activities and learning experiences that build foundational skills for success in the BTS Teen Program.
- Ensure programming supports our key areas of Art, Leadership, Academics, Social Recreation, Workforce Readiness, and Health & Wellness readiness for middle school participants.
- Use non-member hours for planning and prepping of daily programming for self and assigned supervisors, including attendance at meetings and completion of program tracking metrics.
- Coordinate all Middle School transportation needs with participating schools and the South Portland Club Leadership Team. The Director and their team are responsible for the transportation needs of all the members in their program
- Monitor and evaluate program effectiveness; adjust as needed.

Member Engagement:

- Build positive relationships with members, encourage participation, and foster a sense of belonging within the Club community.



- Encourage identity development and leadership skills that prepare youth for future participation in Bridge to Success.
- Manage all middle school members behaviors for the program including any parent and school communications, behavior plans and the re-entry process.
- Organize and manage group dynamics, adapting activities to accommodate diverse interests and abilities of our members.

Supervision & Safety:

- Communicate with your staff and volunteers to ensure they understand their roles and responsibilities when delivering high-quality programming. Resolve any issues that may arise.
- Provide supervision and support to our members during program activities.
- Communicate with parents/guardians regarding behavior concerns and managing behavior plans as needed for individual members in accordance with the BGCSM Code of Conduct.
- Ensure a safe environment for all members by enforcing club safety policies and procedures.
- Ensure safety of members during transportation services (walking school bus, bus stops, or ride along).

Collaboration & Teamwork:

- Work closely with other Program Coordinators, Senior Director of Program Management, and Bridge to Success Team to enhance program offerings and ensure a comprehensive approach to youth development.
- Communicate effectively with Supervisor regarding participant progress and program needs.
- Collaborate with team members to evaluate program effectiveness and retention while contributing ideas for improvement.
- Serve as the primary liaison with school-day staff, administrators, and community partners to align support and identify opportunities for enrichment.
- Serve as the primary communicator with all member families regarding enrollment, schedules, expectations and program offerings.
- Participate in weekly/monthly staff meetings and other staff training. This includes monthly Middle School/21st CCLC Learning meetings, providing updates on the program progress.
- Complete closing tasks as assigned; ensure workspaces are ready for the following shift.

Community Partners

- Manage initial communications and compile information for all new Community Partner opportunities, ensuring completion of background checks and any other required training for all individuals working directly with youth in accordance with BGCA's safety policies.
- Communicate Community Partner opportunities and all relevant details with Club Unit Directors and/or Program Leads at monthly Program Lead Meetings.



- Provide initial introductions between Club staff and community partner staff once a Club has confirmed interest. Initial introduction should outline all relevant details and clearly list the responsibilities of both the Club staff and community partner moving forward.
- Assist Clubs with the setup and coordination of special events, as related to community partner and advancement opportunities.

Administrative Duties:

- Hire, train, and supervise a team of program instructors, enrichment partners, and volunteers.
- Manage all Middle School staff schedules and time-off requests to prioritize the consistency of program schedule and safety of the members.
- Provide coaching and professional development to ensure high-impact facilitation and consistent support for youth transitioning into teen programs.
- Manage compliance and completion of all 21st CCLC grant requirements with specific focus on data tracking, budgets, reports, and program compliance.
- Manage supply orders for the Middle School Program and work with the Finance Department to maintain proper spending within the established 21st CCLC budget.

Success Looks Like

- **Membership, attendance, engagement, and retention continue to grow**, with more young people choosing the Club as a place where they feel connected, challenged, and inspired.
- **The Club is recognized as the premier destination for middle and high school youth**, offering exceptional experiences that keep young people engaged year-round.
- **Programming is consistently innovative, high-quality, and aligned with BGCSM's strategic priorities and Bridge to Success model**, preparing youth for success in school, work, and life.
- **Middle school members successfully transition into the Bridge to Success Teen Program**, where they continue to grow as leaders, learners, and engaged members of their community.
- **Staff feel supported, connected, and empowered** to build meaningful relationships, deliver exceptional experiences, and continuously improve program quality.
- **Families, schools, employers, volunteers, and community partners are actively engaged**, creating a strong network of support that expands opportunities for every young person.
- **Operational excellence and program accountability are consistently achieved**, including strong grant compliance, measurable outcomes, and data-driven continuous improvement.
- **Young people develop meaningful relationships with trusted adults, build confidence, strengthen leadership skills, and discover purpose**, while increasing their academic engagement, social-emotional skills, and readiness for high school, college, careers, apprenticeships, military service, and lifelong success.



Compensation and benefits:

- Full Time, (40hrs) Exempt
- Monday – Friday 11am-7pm. Some evening and weekend availability may be required.
- 12 Paid Holidays & earned PTO
- Health Insurance benefits upon completion of eligibility requirements
- 401k with company match upon completion of eligibility requirements
- Employers paid ancillary benefits including life insurance, short term and long-term disability insurance

BGCM Values:

1. **Kindness:** You approach obstacles and challenges with Kindness; this includes being patient and positive when working with others.
2. **Integrity & Trust:** You make decisions and choices with Integrity (especially when no one is looking).
3. **Future Ready:** You work towards your own and your members' Future Ready commitments. This includes working with your supervisor and coworkers in a collaborative and constructive way while prioritizing the organization's mission in all decision-making processes.
4. **Diversity, Equity & Inclusion:** A culture of Diversity, Equity, and Inclusion, is everyone's responsibility. In a diverse, equitable, and inclusive culture, everyone in the room can feel seen, heard, and valued.
5. **Growth Mindset:** A Growth Mindset means embracing a mindset that encompasses innovation, creativity, learning, communication, collaboration, and being open to new ideas and opinions.

Role: 21st Century Middle School Program Director

Reports to: Director of Operations

Location: Boys & Girls Clubs of Southern Maine, South Portland

Hours: Salary

Salary: Starting at \$55,000 - \$65,000 per year

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to hr@bgcmaine.org. Please include the job title in the subject line.