WHO WE ARE
The Boys & Girls Club of Pasadena enables children and youth in the community, especially those who need us most, to reach their full potential as productive, caring, healthy, and responsible citizens. Serving more than 2,000 Pasadena-area kids and teens annually, we are changing the trajectory of kids’ lives through out-of-school programs and activities focused on academic success, healthy lifestyles, good character development, and leadership.

PRIMARY FUNCTION
Responsible for overseeing the delivery of a broad range of programs within a designated Clubhouse or school-based site, such as education, social recreation, arts and crafts, and physical education.

VALUES
All employees are expected to promote and adhere to Boys & Girls Club of Pasadena’s values: integrity, collaboration, accountability, respect, and excellence.

KEY ROLES (Essential Job Responsibilities)

Prepare Youth for Success
Plan and oversee the administration of designated Club programs and activities that support Youth Development Outcomes:

- Oversee the provision of day-to-day program activities in accordance with established standards and goals
- Provide an upbeat, fun, and safe out-of-school experience for kids ages 6-18
- 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 the good conduct, safety, and development of members

Program Development and Implementation

- Establish program objectives consistent with organizational goals and mission
- Personally conduct programming during all program hours
- Establish and lead day-to-day educational enrichment activities and BGCA educational programs in accordance with established standards and goals
- Ensure program space is maintained and kept safe and clean on a daily basis
- Plan, coordinate, and implement existing programs to address the needs of members and other youth in the community
Program Evaluation

- Participate in the implementation of the Boys & Girls Club of America’s Formula for Impact (FFI) and other assessments and evaluations
- Participate in the evaluation of programming on a continual basis, ensuring activities respond to the needs of members and address their gender and cultural diversity
- Utilize data collected to plan, develop, and implement programs, services and activities in accordance with the Boys & Girls Club of Pasadena mission that properly prepares youth for success in three focus areas: 1) Academic Success; 2) Healthy Lifestyle; and 3) Good Character and Leadership.

Administration

- Maintain daily proper documentation of Club members participating in programs, including tracking priority outcomes, duration, and frequency of attendance
- Utilize time prior to Club opening for the day for planning activities
- Report and fill out appropriate paperwork for all accidents and incidents
- Participate in regular staff meetings, sharing education program ideas and activities
- Oversee supplies and equipment, requesting additional supplies and equipment maintenance when needed

Marketing and Public Relations

- Collaborate with administrative staff, providing timely information for the development of advertising and promotion through mailings, fliers and media releases

ADDITIONAL RESPONSIBILITIES

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 activities as necessary.

RELATIONSHIPS

- Maintain close contact with Club staff, volunteers, members, and parents
- Establish and maintain close relationships, as appropriate, with local school teachers and administrators to enhance support and visibility of the program

SKILLS/KNOWLEDGE PREFERRED

- Four-year degree in related field from an accredited college or university, or equivalent experience
- 2-3 years work experience in a Boys & Girls Club or similar youth-serving organization
- Commitment to the mission, objectives, policies, programs, and procedures of the Boys & Girls Club of Pasadena
- Ability to work effectively with technology
- Knowledge of the developmental learning stages of children
- Ability to effectively handle the discipline of Club members
- CPR, AED, and First Aid certifications (Club will supply)
- Ability to maintain a positive attitude with all members and staff
- Excellent interpersonal communication skills
- Ability to project a positive image of Boys & Girls Club of Pasadena, and interact professionally with members, parents, volunteers, and others
- Ability to exchange accurate information
- Sense of humor
- Must maintain confidentiality at all times

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to sit, stand, bend, stoop, lift and walk 75% of the time
• Occasionally operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
• Occasionally ascends/descends a ladder
• Occasionally moves equipment weighing up to 50 pounds

Boys & Girls Club of Pasadena is an Equal Employment Opportunity employer. It is the policy of Boys & Girls Club of Pasadena to provide equal opportunity to all employees and applicants for employment on the basis of relative qualifications and ability, and without regard to unlawful considerations of race, color, creed, religion, national origin, ancestry, marital status, age, sex, sexual orientation, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or other legally protected basis.

TIMELINE
We are hiring to begin on or about August 1, 2021. Please submit a resume to jobs@bgcpasadena.org.