Nantucket Boys & Girls Club

ASSISTANT TO THE PROGRAM DIRECTOR

Job Title: Nantucket Boys & Girls Club Assistant to the Program Director
Location: Nantucket Boys & Girls Club, 61 Sparks Ave, Nantucket, MA 02554

ABOUT US:

The Nantucket Boys & Girls Club is a private, non-profit agency serving school-age youth: 1st-12th Grade with a full day preschool program. Through programs and activities stressing academic achievement, good character & citizenship, and healthy lifestyles, the NBGC offers a variety of recreational, cultural, social, and sports-oriented experiences for members.

We are part of a nationwide affiliation of local, autonomous Boys & Girls Clubs working to help youth of all backgrounds, with special concern for those who need us most, develop qualities needed to become responsible citizens and leaders. We are dedicated to ensuring that our community's youth have greater access to quality programs and services that will enhance their lives and shape their futures. As young people experience the totality of the Nantucket Boys & Girls Club, it becomes a place of hope and opportunity.

ASSISTING IN PROGRAM EXECUTION:

- **Manage Grade-Level Programming:** Provide dedicated operational and supervisory support to program staff and Club members across grade-level activities.
- **Leadership Support:** Collaborate closely with executive leadership on core program initiatives, daily operations, and cross-departmental projects.
- **Saturday Point of Contact:** Serve as the primary on-site Lead Director for Saturday operations, overseeing facility management, staff supervision, and program delivery.
- **Daily Program Operations:** Direct daily program flow and schedule transitions to maintain seamless and efficient site operations.

STAFF COORDINATION & SCHEDULING:

- **Schedule Optimization:** Develop, organize, and refine floor schedules, shift coverage, and daily assignment rosters for program staff.
- **Team Oversight:** Distribute work schedules, delegate operational tasks, and establish clear expectations across all shifts.

SAFETY, HEALTH & COMPLIANCE:

- **Safety Committee & Compliance:** Active member of the Safety Management Team; perform routine site inspections and strictly enforce health, safety, and regulatory protocols.

FACILITY & BUILDING OPERATIONS:

- **Facility Management:** Monitor and assist with building maintenance, cleanliness, and operational needs to maintain a welcoming, safe environment.

QUALIFICATIONS & COMPETENCIES:

- Demonstrated initiative and leadership ability to confidently guide staff and oversee facility operations.
- Proven experience in staff scheduling, shift management, site safety protocols, and facility operations.
- Exceptional communication and interpersonal skills, with the confidence to lead teams and partner effectively with senior leadership.