



## Position Description

---

<b>TITLE:</b>	<b>Site Director - Berlin</b>
<b>PERFORMANCE PROFILE SOURCE:</b>	<b>Youth Development Professional</b>
<b>REPORTS TO:</b>	<b>Director of Operations</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>SALARY RANGE:</b>	<b>\$33,000 to \$40,000</b>

### **PRIMARY FUNCTIONS:**

The Site Director is responsible for overseeing the planning, development, implementation and evaluation of specific programming for youth between the ages of 6 and 18 within a designated Club site. The Site Director leads and supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. The Site Director also provides leadership and supervision to assigned program and volunteer staff and manages expenses as assigned.

### **KEY ROLES (Essential Job Responsibilities):**

#### ***Prepare Youth for Success***

1. Plan and oversee the administration of designated Clubhouse programs and activities that support Youth Development Outcomes:
  - Establish Clubhouse 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 programs areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
  - Demonstrate leadership to assure conduct, safety and development of members.

#### ***Program Development and Implementation***

2. Execute the requirements of the 21st Century Community Learning Center Grant in partnership with the Berlin Area School District (Sparks Club).
3. Establish and maintain Clubhouse program goals and settings that ensure the health and safety of members. Ensure that site staff understand and effectively communicate standards of programs; that they ensure program areas are safe, well ventilated and well lit, and that equipment is maintained in good working condition.
4. Ensure the evaluation of Club programs on a continual basis and ensure programs/activities respond to members needs and address their gender and cultural diversity.
5. Control Clubhouse program and activity expenditures within approved budget.
6. Compile regular reports reflecting all activities, attendance, and participation in programs.

7. Implement grant funded programming in a timely manner, and ensure grant requirements are met. Assist with grant reporting, including tracking of outcomes as needed.

### ***Supervision***

8. 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.
9. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
10. Ensure productive and effective performance by all program staff and volunteers.
11. Manage employee schedules, vacation requests, and support HR in payroll, performance management and onboarding.
12. Oversee the Club's member management system and ensure accurate data entry, financial entries, and assist with compiling reports as needed.
13. Oversee cash handling and reporting at the end of each day.

### ***Marketing, Communications and Public Relations***

14. 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 and media releases.
15. Responsible for continuous active recruitment of members to ensure continued growth of average daily attendance and membership metrics.
16. Communicate effectively with parents all required materials, disseminate appropriate program materials/forms, and effectively communicate with parents all behavioral related incidents or injuries related to their child's participation.

### **ADDITIONAL RESPONSIBILITIES:**

1. May oversee special programs and /or events (i.e. Keystones, Youth of the Year and Awards Programs), and/or participate in the implementation of other Club activities as necessary.
2. Will be required to drive the Club's 12 passenger vans, at times.
3. Exercise authority in problems relating to members; utilizing guidance and discipline plan.

### **RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club Staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**External:** Maintain contact as needed with external community groups, schools, member's parents and others to assist in resolving problems. It is the responsibility of all employees to represent the organization well in the community and advocate on behalf of the organization when given the opportunity.

### **SKILLS/KNOWLEDGE REQUIRED:**

- Four year degree in a related field from an accredited college/university is required.
- A minimum of three years' work experience in Boys & Girls Club, or similar experience.
- Valid Driver's License and good driving history.
- Strong communication skills, both verbal and written.
- Exceptional organizational skills.
- Experience managing staff.
- Ability to manage multiple complex projects.
- Mandatory Child & Sexual Abuse Training, commitment to serve as a Mandated Reporter; willing to train.

- Mandatory CPR and First Aid Certification; willing to train.

**PHYSICAL REQUIREMENTS/WORKS ENVIRONMENT:**

- High energy level; comfortable performing multifaceted projects.
- May require being active for long periods of time.
- Must be able to function under fast paced and noisy conditions.
- Must be able to think clearly and concisely.
- Ability to sit or stand for long periods of time.
- Physical requirements include: sight, hearing, sitting, standing, stooping, ability to go up and down stairs, running, strenuous sports related activities, and lifting a minimum of 50 pounds.
- Ability to get along with diverse personalities: possessing tact, maturity, and flexibility.