



## Position Description

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<b>TITLE:</b>	<b>Site Director</b>
<b>LOCATION:</b>	<b>Berlin Site</b>
<b>REPORTS TO:</b>	<b>Director of Operations</b>
<b>HOURS:</b>	<b>School Year: 10:30 am -7:00 pm</b> <b>Summer: 7:00 am - 4:30 pm</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>SALARY:</b>	<b>\$34,000-\$39,000 - based on experience</b> <b>*Competitive benefits package</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 at the designated Club site. Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles, and Good Character & Leadership. The Site Director provides leadership and supervision to program staff and volunteers, manages expenses as assigned, and is responsible for implementing and organizing all special initiatives.

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

#### ***Program Planning & Implementation***

1. Plan and oversee the administration of designated Club programs and activities that support youth development outcomes:
  - Establish program objectives consistent with organizational goals and mission.
  - Oversee the provision of day-to-day program activities in accordance with established standards.
  - Ensure that members are encouraged to participate in a variety of programs areas/activities and receive instruction and constructive feedback to develop skills in the program area(s).
  - Demonstrate leadership to assure conduct, safety, and development of members.
  - Conduct continuous active recruitment of members to ensure continued growth of average daily attendance and membership metrics.
  - Ensure the evaluation of programs on a continual basis and ensure programs/activities respond to members needs and address their gender and cultural diversity.
  - Control program and activity expenditures within the approved budget.
  - 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***

2. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Support HR in payroll and onboarding.
3. Identify and support training and development opportunities for assigned volunteers and staff.

4. Oversee the Club's member management system and ensure accurate data entry, financial entries, and assist with compiling reports as needed.

### ***Mentoring Program Coordination***

5. Organize and implement the Mentoring Program which supports the development of successful relationships between at risk youth who are matched with adult volunteers that serve as mentors.
  - Recruit, train, supervise, and motivate volunteer mentors for one to one relationships.
  - Build and nurture community partnerships.
  - Create an environment within the Club setting for matches to thrive.

### ***21st Century Community Learning Center Oversight***

6. Execute the requirements of the 21st Century Community Learning Center Grant in partnership with the Berlin Area School District (Sparks Club).
  - Collaborate effectively with school personnel to align day school initiatives with after-school programming.
  - Oversee required data collection and input data into Cayen Systems software program.
  - Compile regular reports reflecting all activities, attendance, and outcomes.
  - Work closely with the Berlin Area School District administration and teachers to promote and recruit students for the program.

### **ADDITIONAL RESPONSIBILITIES:**

- 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.
- Will be required to drive the Club's 12 passenger vans, at times.
- Exercise authority in problems relating to members. Manage discipline issues and parent communications.
- Work closely with the marketing department to effectively communicate Club impact with the community.

### **RELATIONSHIPS:**

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

**External:** Maintain contact as needed with external community groups, schools, Club member's parents and others to assist in resolving issues. 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.
- Excellent organizational skills; 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.
- Must be able to think clearly and concisely, under fast paced and noisy conditions.
- 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.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

**Signed by:** \_\_\_\_\_

**Incumbent**

**Date**

**Approved by:** \_\_\_\_\_

**Supervisor**

**Date**

**Reviewed by:** \_\_\_\_\_

**Chief Executive Officer**

**Date**