



## Position Description

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<b>TITLE:</b>	<b>Berlin Site Director</b>
<b>REPORTS TO:</b>	<b>Director of Operations</b>
<b>LOCATION:</b>	<b>On-site required (Berlin)</b>
<b>HOURS:</b>	<b>School Year: 10:00 am - 6:30 pm</b> <b>Summer: 8:30 am - 5:30 pm</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>SALARY:</b>	<b>\$40,000 - \$44,000 (based on experience)</b> <b>*Highly Competitive Benefits:</b> <b>7% retirement match, employer-paid medical, dental, &amp; vision</b> <b>3 weeks PTO, paid holidays, birthdays off, short &amp; long-term disability, life insurance 2X Salary, employer-paid HSA</b>

### **PRIMARY FUNCTIONS:**

The Berlin Site Director is responsible for overseeing the planning, development, implementation, and evaluation of specific programming for youth between the ages of 5 and 18 within a designated Club site. Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles, and Good Character & Leadership. The Site Coordinator also provides leadership and supervision to program staff and volunteers 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 per established standards and goals.
  - Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in the program area(s).
  - Demonstrate leadership to ensure the 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), including oversight of the Cayen Tracking System.
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 continually and ensure programs/activities respond to members' needs and address their gender and cultural diversity.
5. Control Clubhouse program and activity expenditures within the approved budget.
6. Compile regular reports reflecting all activities, attendance, and participation in programs.
7. Implement grant-funded programming on time and ensure grant requirements are met. Assist with grant reporting, including tracking of outcomes as needed.
8. Design, develop, and grow evening and weekend programming to expand out-of-school time programs for families as well as maximize facility usage throughout the week.

### ***Supervision***

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

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

15. Support the marketing department as needed to increase the visibility of Club programs via posting of daily schedules, announcements of upcoming events, and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, and media releases.
16. Responsible for continuous active recruitment of members to ensure continued growth of average daily attendance and membership metrics.
17. 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 participate in implementing 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, members' parents, and others to assist in resolving problems. All employees are responsible for representing the organization well in the community and advocating on the organization's behalf 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.
- 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.
- 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.