

**TITLE:** Program Director for Truitt Club (located in Chesapeake)

**DEPARTMENT:** Operations

**REPORTS TO:** Club Director

**FLSA STATUS**: Full time, Exempt

**Primary Function:**

The Program Director is the co-leader of a dedicated Club team who leads the program strategy of the site. Reporting to the Club Director, the Program Director oversees program development and implementation, program schedules and calendars, program quality assessment, and the onboarding and training of new employees. The Program Director is second in command and assumes the ultimate management responsibility for the site when the Club Director is away. This position must meet or exceed specific goals for the Club while working within a specified budget.

**Key Roles (Essential Job Responsibilities**):

Community Relations

* Demonstrate a knowledge of, interest in, and respect for the community the Club serves.
* Assist in developing and cultivating partnerships within community organizations and regional school systems to advance programs at the Club.

Programs & Strategy

* Lead the identification and evaluation of opportunities to improve program effectiveness based on participation and achievement of stated goals.
* Lead the implementation and delivery of programs, services, and activities that facilitate achievement of program outcomes.
* Champion staff development in social emotional learning programming practices and ensure that practices are prioritized in all aspects of Club operations.
* Assess the needs, interests, and characteristics of the youth to develop targeted programs that result in an outcome-driven club experience.

Personnel Management

* Effectively manage 4-8 direct reports.
* Provide support, coaching and feedback, supervision, and guidance to the team.
* Maintain high performance expectations for all team members that fosters a culture of teamwork, respect, excellence, integrity, and innovation.

**Additional responsibilities may include but are not limited to:**

* Implementing task or project specific directives from supervisor.
* Overseeing a particular program area, member-led Club, or coaching duties.
* Conducting inventory and purchase of materials.
* Participating in ongoing professional development.

**The successful Program Director must meet the follow requirements:**

* At least two years of direct youth service experience and a demonstrable record of planning and implementing youth programs.
* Previous experience working with youth ages 6-18 is preferred,
* At least one year of demonstrated supervisory or leadership experience at a Boys & Girls Club or similar organization.
* Bachelor’s degree from a regionally accredited institution of higher learning in education, human or social services, or a related field of study or equivalent experience.
* Strong organizational skills, attention to detail and ability to prioritize tasks and responsibilities.
* Strong communication skills, both verbal and written.
* Group leadership skills, including an understanding of group dynamics.
* Demonstrated organizational, staff and project management abilities.
* Mandatory CPR and First Aid Certifications
* Must be able to lift 25lbs or more
* The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required.

Equal Employer Opportunity (EEO) statement: BGCSEVA is committed to the principles and ideals of equal employment opportunity. It is, and shall continue to be, the policy and practice throughout BGCSEVA to foster equal employment opportunity and non-discrimination for applicants, employees, and volunteers without regard to race, color, sex, religion, national origin, age, marital status, disability status, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions including lactation, status as a veteran, or other protected status, if qualified to perform the essential functions of the job with or without reasonable accommodation.

**If interested in applying for this position, please send your resume to** **info@bgcseva.org** **with “Program Director” in the subject line no later than February 26, 2024.**