

GREAT FUTURES START HERE.



BOYS & GIRLS CLUBS
OF MUNCIE

TITLE:	The Gathering Site Director
DEPARTMENT:	Programs Department
REPORTS TO:	Director of Programs
FLSA STATUS:	Full Time, Exempt
STARTING WAGE:	\$35,568 Salary

OUR MISSION: To inspire and enable all young people, especially those who need us most, to reach their full potential, as productive, caring and responsible citizens.

PRIMARY FUNCTION:

The Gathering Site Director will provide a fun, safe, nurturing, and well-supervised after school enrichment/academic program; be the liaison with parents, collaborators, school management, donors, and visitors to display the site and the program positively. This position is responsible for the planning and preparation of creative learning environments and engaging interest centers. In addition, the Director is responsible for the collection of program data, providing reports for contract and grant compliance, implementation, and reporting. This position is responsible for assisting with administrative support, increasing the membership base, and for developing, coordinating, implementing, and monitoring BGCA approved and specialized programs for youth in grades K-8.

KEY ROLES (Essential Job Responsibilities):

- Directs and manages overall daily operations of a Club site under the control of the organization with the primary concern for a comprehensive, outcome-driven program and service delivery, supervision, and training of staff (direct and indirect reports), personnel issues, management of a facility.
- Supervise, mentor, manage site staff, students, and volunteers in the program at the site. Provide weekly meetings on goals to support site staff with professional development and updating on upcoming events or programs.
- Support site staff's work performance by setting expectations and disciplining if necessary.
- Responsible for creating weekly/daily staff schedules
- Interviews, hires, and evaluates team members
- Ability to plan and implement engaging programs that fulfill BGCM core outcomes (Academic Success, Character & Leadership, and Healthy Lifestyles).
- Creating and maintaining daily program schedule and ensuring all BGCM programs are being run.
- Manages the program budget including staffing, supplies, and programs.
- Ability to understand budget and purchase order process.
- Program Software management such as tracking systems, My Future, BookNook, etc.
- Maintain the upkeep of the equipment and facilities in an acceptable manner.
- Develop rapport and build relationships with the staff and member families.
- Hold consistent meetings and regularly communicate with school officials and community partners.
- Work with collaborative partners and other providers to implement programs that reinforce program success.
- Enforce rules and guidelines as it pertains to member safety and expectations.
- Work alongside the Director of Programs to ensure collection and reporting data is being done to BGCM standards.

Communication

1. Attend staff meetings and follow procedures.
2. Excellent communication skills and ability to communicate with staff, parents, volunteers and members.

Supervision

3. Train and supervise The Gathering Youth Development Professionals and Front Desk Specialists
4. Supervise the programs and safety for all members K-8

ADDITIONAL RESPONSIBILITIES:

1. May be **required to** participate in special programs and/or events.
2. May be **required to drive** Club van

