

# GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS**  
OF MUNCIE

<b>TITLE:</b>	The Gathering Site Director
<b>DEPARTMENT:</b>	Programs Department
<b>REPORTS TO:</b>	Director of Programs
<b>FLSA STATUS:</b>	Full Time, Exempt
<b>STARTING WAGE:</b>	\$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

**RELATIONSHIPS:**

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

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

**QUALIFICATIONS:**

- Preferred a 4-year college degree and/or a minimum of 2 years of equivalent/relevant work experience based on the development needs of youth ages 5 – 15 years old.
- Management experience
- Strong communication skills, understanding of group dynamics.
- Demonstrated organizational and project management abilities.
- Mandatory CPR, First Aid, AED Certifications.
- Valid Driver’s License and clear driving record.
- Ability to learn and teach the common understandings of Athletic programs, coordinating leagues and camps.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

**The following statements regularly apply to the position:**

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver’s license, be able to be insured on company policy, and is occasionally required to transport members in a company vehicle
- Occasionally required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
  - Irregular hours - Occasionally
  - Afternoons/Evenings - Regularly
  - Weekends - Occasionally

**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