

GREAT FUTURES START HERE.



Boys & Girls Clubs of Southeastern Connecticut (BGCSECT) is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. BGCSECT staff members are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

TITLE: Club Director
LOCATION: C.B. Jennings Dual Language Magnet School
REPORTS TO: CEO
SALARY: Commensurate with Education and Experience
STATUS: Exempt/Full-Time

About the Boys & Girls Clubs of Southeastern Connecticut:

The mission of the Boys & Girls Clubs of Southeastern Connecticut is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens.

Boys & Girls Clubs of Southeastern Connecticut is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in Southeastern Connecticut, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core focus areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old.

BGCSECT has the following club sites in Southeastern Connecticut: Thames River Apartments (through September 29, 2017) and C.B. Jennings Dual Language Magnet School beginning October 10, 2017

General Summary:

Boys & Girls Club of Southeastern Connecticut (BGCSECT) in close partnership with the C. B. Jennings Elementary School (Jennings School) in New London plans an outcome-driven after-school enrichment program for students in grades 3, 4, and 5. Working hand-in-hand to achieve mutually shared goals for student success, Jennings School and BGCSECT are committed to an integrated collaboration that includes sharing of time, talent, and resources to effectively work to lower the achievement gap, foster healthy lifestyles and good character and citizenship. The synergy provided by Jennings School's curricula, resources (facility, equipment, training) and BGCSECT's outcome-driven afterschool enrichment program, coupled with parent engagement and close collaboration and commitment to mutually shared goals, culturally responsive classroom / program management and consistent positive behavior interventions and supports is poised to transform the school climate and positively impact students'/Club member's academic achievement.

The Club director directs and manages overall daily operations of the designated BGCSECT school unit with a primary focus on target performance outcomes, programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration. The Club director must have sufficient skills and experience to quickly gain the trust and confidence of colleagues at all levels of the organization, as well as external stakeholders. The unit program director will report to the CEO.

Key Job Responsibilities:

Leadership

- Establish Unit programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of BGCA Priority Impact Outcomes of academic success, good character and citizenship and healthy lifestyles and the Jennings School performance targets.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.

Strategic Planning

Plan, develop, implement and evaluate Unit overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.

Resource Management

- Manage Unit financial resources assisting in the development of annual budgets. Control expenditures against budget.
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups and/or partners.
- Recruit, manage and provide career development opportunities for unit staff and volunteers. Conduct regular staff meetings.

Partnership Development

- Develop, maintain and nurture relationship with school leadership.
- Develop partnerships with parents, teachers and faculty that advance the mission of the Club. Develop partnerships with community leaders and organizations that advance the mission of the Club.

Marketing and Public Relations

- In partnership with the development team, create and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
- Represent BGCSECT at community and school based meetings and events
- Write informative, concise, logical, grammatically correct analytical and program reports that are suitable for publication in BGCSECT newsletter, press releases, and monthly board of directors and grant reports and for posting on web site and social media
- Write grammatically correct routine business correspondence such as brief transmittal memoranda, letters to partners, partners, and stakeholders

Program Development and Evaluation:

- Assure the functioning of all programs within the context of partnership and collaboration with the community and the school

- Data Management – Support staff on monitoring quality and input of data
- Participates in agency-sponsored and school-sponsored seminars and conferences to increase professional knowledge and skills.
- Establish site programs, activities and services that prepare youth for success and create a club environment that facilitates achievement of youth development outcomes as outlined by the Boys & Girls Clubs of America
- Ensure a healthy, fun and safe environment by ensuring that facilities, equipment and supplies are maintained
- Ensure crisis management strategy is in place for club
- Plan, develop, implement and evaluate site overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation
- Oversee and implement all grants pertaining to club site. Adhere to Letter of Agreement and reporting as necessary
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club
- Oversee the coordination of all program evaluation efforts as assigned
- Maintain the efficiency and good working conditions of equipment and spaces
- Coordinate with BGCECT leadership on club site facility issues.
- Plan and implement special events and initiatives.

Staff Management:

- Manage performance of assigned staff in achieving goals, providing technical assistance in program design, development, evaluation, community relations and program operations
- Ensure productive and effective staff performance, providing guidance, feedback and opportunities for professional development
- Recruit, manage and provide career development opportunities for club staff and volunteers.
- Conduct regular staff meetings
- Observe and recommend training for staff to ensure quality services
- Conduct ongoing performance evaluation of staff and develop corrective action as appropriate
- Write informative, concise, logical, grammatically correct analytical documentation, such as, incident reports, verbal and written warnings, and other documents required by position.

Relationships:

- Internal: Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintain regular contact with members as needed to discipline, advise, and counsel.
- External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club

Skills/Knowledge Required:

- Four-year degree from an accredited college or university, or equivalent experience
- A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience
- Demonstrated ability in personnel supervision, facilities management, financial management and the recruitment and retention of key personnel

- Strong communication skills, both oral and written
- Ability to recruit, train, supervise, and motivate staff
- Ability to deal effectively with Club members including discipline problems using positive behavioral instruction and supports
- Demonstrated ability in working with young people, parents and community leaders
- Demonstrated proficiency with Microsoft Professional Office Suite (Word, Excel, PowerPoint, Publisher, Access)
- Ability to work evenings and weekend, if needed
- Mandatory Public Service License
- Mandatory CPR and First Aid Certifications
- Ability to travel within region
- Bi-lingual proficiency in English and Spanish a major plus

Additional Responsibilities:

1. Purchase or approve purchase of supplies and equipment within budget
2. Work with staff on special events to carry out programs in all departments
3. Exercise authority in problems relating to members; utilize guidance and discipline plan consistent with designated school partner's plan
4. Overseeing a particular program area, member-led club, or coaching duties
5. Inventory and purchase of materials
6. Upkeep of facilities and equipment as appropriate
7. Participating in ongoing professional development
8. Other duties as assigned

Physical Work Requirements/Environment:

The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and moderate physically demanding activities are required. The ability to read and write at a professional level is necessary to complete reports and properly document program and organizational data.

Details:

Status: Full-time, Exempt; Hours: Flexibility is required in order to manage the following operating Club hours: School Year: 2:45 P.M. – 6:45 P.M., Summer: 9:00 A.M. - 5:00 P.M. Some weekends; Starting Salary: Commensurate with Education & Experience; Benefits: Partial Health, dental and life insurance, a 403(b) matching program, paid time off including holidays, professional development opportunities and more!

Interested applicants should complete the on-line application form available at <http://www.bgcsect.org> and submit a cover letter, resume and three professional references via the on-line application form or via email to jobs@bgcsect.org. Please include the position title in the subject line of the e-mail. This position will remain open until filled.

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.