



Elementary Clubhouse Director

Department: Clubhouse

Reports To: Chief Operations Officer

Salary: Annual salary of between \$52,000 and \$58,000 DOE, plus medical, prescription drug, dental, vision, and life insurance, paid vacation and sick days, long-term disability, IRA with up to 3% company match.

Hours: Full-time, exempt position. Monday through Friday, generally 9:30 am to 6:30 pm (with lunch).

Summary

The Boys & Girls Club of Corvallis is a fast paced, innovative, and highly collaborative organization. The Elementary Clubhouse Director manages operations of a broad range of programs with broad oversight of program activities for approximately 250 youth daily (Mon-Fri). The Director manages a staff of approximately 15-20, and ensures that annual elementary youth programming plans are developed and implemented on a daily basis. The Director ensures the highest quality employees and a safe and fun environment for all members to maintain and grow our image within the community as *The Positive Place for Kids*.

KEY RESPONSIBILITIES

Clubhouse Management

Plan and oversee the administration of programs and activities that promote a safe, fun and positive environment with appropriate and relevant daily programming for youth grades K – 5th.

- Create a specific annual program delivery plan, based on Weikart’s Program Quality Assessment (PQA) principles, with corresponding goals for elementary school students that produce specific outcomes in the following areas:
 - Academic achievement
 - Community engagement
 - Leadership
 - Health & well-being
- Oversee the delivery of day-to-day program activities in alignment with annual program delivery goals. Be present, visible and available “on the floor” to youth and staff during programming hours (2:30-6:30 pm) to mentor youth and coach staff.
- Lead staff in the creation of monthly program calendars for each area. Determine supplies and materials needed in advance to deliver programs.
- Ensure the evaluation of elementary programs utilizing PQA (program quality assessment) tools on a continual basis and ensure programs/activities respond to member needs, as measured by the annual NYOI survey, including attention to gender and cultural diversity.

- Ensures that staff encourages members to participate in a variety of program areas/activities.
- Maintain safe, orderly, and clean programming spaces at all times, including front entry and perimeter of building.
- Understand safety plan and run drills quarterly
- Oversee the completion of the annual BGCA National Youth Outcomes Initiative (NYOI) survey to evaluate effectiveness of youth programs in meeting our member's needs.
- Record and report any and all problems/issues. Report significant problems or issues to COO immediately.
- Work in collaboration with Volunteer Coordinator to place volunteers. Ensure volunteers are trained and oriented to the area they are providing assistance and provide weekly check in and evaluation feedback for interns. Assign a staff mentor to oversee and support volunteer.
- Maintain the Clubhouse spaces and equipment, working with the facilities manager and the Facilities and Safety Committee to ensure identification of maintenance and repair issues and rapid resolution.

Staffing

- Recruit, select and manage assigned staff and volunteers, ensuring productive and effective performance.
- Mentor and provide real-time coaching to Clubhouse staff to ensure appropriate youth program delivery and outcomes.
- Ensure safe and appropriate staffing levels and develop a staffing model that plans for staff shortages due to sickness, and schedule conflicts.
- Lead a monthly staff meeting with training to build and maintain quality, capable staff.

Budget

- Participate in the development, and monitoring of the Clubhouse annual budget, ensuring that elementary programs and activities are operated within established budgetary guidelines.

ADDITIONAL RESPONSIBILITIES

- Oversee any elementary special programs and/or events
- Lead BGCA Annual Report data collection
- Assist in administrative systems by registering new members and participating in their Club orientation process
- Attend weekly Directors meeting
- Build working relationship with elementary school administration and social service agencies.
- Work proactively with Resource Development to increase visibility of Club programs via posting of daily schedule, use of BGCC Website, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through school newsletters, mailings, fliers and media releases.
- Write a monthly Clubhouse report for Board members
- Provide tours to prospective members and their parents
- Collaborate with other BGCC Directors and Managers on organization initiatives and processes to ensure seamless implementation
- Other duties as directed by the COO

SKILLS/KNOWLEDGE/OTHER REQUIRED

- Four year degree in related field from an accredited college or university,
- A minimum of four years' work experience in a Boys & Girls Club or similar organization
- Two years of supervisory experience – hiring, training, coaching and terminating staff
- Proven experience in collaboration
- Strong communication skills, both verbal and written
- Demonstrated organizational, and project management abilities
- Mandatory CPR and First Aid Certifications
- A high sense of urgency and enthusiasm to serve the youth and families who need us most
- The ability to thrive in a fast paced, high energy youth oriented organization
- Due to the occasional emergency needs, the Director needs to live within 20 miles of the Club

SKILLS/KNOWLEDGE DESIRED:

- Bi-lingual: English and Spanish

TO APPLY:

Submit a Boys & Girls Club of Corvallis job application found on www.bgccorvallis.org/club-info/careers , cover letter, resume, and two letter of recommendation

OR, send the filled out application form, cover letter, resume, and two letters of recommendation to:

Attn: Clay Higgins
Boys & Girls Club of Corvallis
1112 NW Circle Blvd.
Corvallis, OR 97330

No phone calls please.

The Boys & Girls Club of Corvallis is a drug and alcohol free organization. We reserve the right to drug test applicants prior to employment.