



DON MOYER BOYS & GIRLS CLUB

Position: Club Program Site Manager

Summary

The Club Program Site Manager directs/manages overall daily operations of the designated school site with the primary concern for programs and service delivery, supervision and training of staff, community relations and membership administration. Under the supervision of the Director of Elementary Services, the Club Program Site Manager is responsible for the management and supervision of the day-to-day operation of the Don Moyer Boys & Girls Club Program, assuring high-quality program services and support are delivered to participants and their families. This position is approximately 28 hours a week during the academic school year and 40 hours a week during the summer camp program. After-School Program required availability is 1:00-5:00pm (Monday-Friday). This is an hourly part-time position.

Key Roles

- Provide leadership to Program staff to ensure implementation and fidelity of program goals and outcomes.
- Ensures that staff and programmatic activities comply with all rules, regulations, policies and procedures.
- Leads and facilitates ongoing planning efforts of staff and community partners to achieve academic and social outcomes.
- Ensures project staff establishes and maintains procedures to adequately document program activities and services.
- Ensures student and programmatic evaluation activities are consistently implemented.
- Collaborate with community agencies and partners to provide appropriate extra-curriculum activities.
- Provide assistance in preparing enrichment activities and tutoring lessons.
- Work directly with respective School District staff through Project Learn initiative to maintain case management.
- Actively engage youth during the school day to build strong relationships, fostering long-term social outcomes.
- Ensure a safe environment for all participants, staff, partners, and families.
- Actively engage community agencies in providing support services to families, specifically literacy efforts and interventions.

Qualifications

- Associate Degree in related field, or four years' experience in the field.
- Two or more years supervising staff in a dynamic working environment, with experience in coaching, evaluation, and feedback
- Two or more years preparing, maintaining and providing reporting on fiscal management needs
- Possess the ability to remain poised, positive, and energetic in a busy work environment
- Must have at least one year of direct experience in youth programming.
- Ability to work flexible schedule based upon program/organizational needs.
- Competent with history, culture and issues pertaining to youth.
- Bilingual (Spanish/English) or willing to gain conversational Spanish proficiency within 1 year
- Experience working with elementary aged youth.
- Strong youth group management/discipline skills.
- Ability to help youth progress through elementary education and navigate middle school and high school readiness.
- Ability to engage and develop positive relationships with youth from diverse backgrounds.
- Ability to develop and implement organized youth development programs and services (including Academic Success, Good Character & Leadership, and Healthy Lifestyles).
- Ability to work effectively with community partners and stakeholders.



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- Strong oral and written communication skills.
- Demonstrated organizational and management skills (time management, supervision, etc.).
- Ability to obtain CPR/First Aid certification.
- Demonstrated ability to market agency's programs and/or events using a variety of means.
- Computer skills in Microsoft Windows and Microsoft Office Suite or similar programs.
- Demonstrated ability to organize, budget, plan, and implement projects with multiple deadlines.
- Valid Driver's License and be approved by the Club's auto insurance provider.
- Positive "can do" team attitude.

Supervision

The Club Program Site Manager is directly responsible to the Director of Elementary Services. The *Club Program Site Manager* supervises part-time staff and is responsible for oversight and supervision of volunteers.

Essential Functions

Leadership

- Establish site programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Ensures school sites are running efficiently and programs are fun and engaging for all members.
- Ensures school sites are properly staffed at a 1-15 ratio.
- Works with school staff to ensure communication is clear and accurate.
- Oversee managing grant deliverables, staffing, tutors, lead teachers
- Works with school site principals ensuring all members and programs are fully engaged.
- Coordinates buses schedules, program schedules, including overseeing data collection for KidTrax. Ensures all members files meet program expectations and within grant protocol and DMBGC protocol.
- Leads preparation for files and audits ensuring weekly data is uploaded as required for KidTrax.
- Plans program rotations and activities to reflect quarterly rotation, and ensures all programs and activities are world – class.

Academic Support & Progress

- Establish relationships with local school districts and serve as a liaison and educational advocate for youth members at their schools.
- Provide tutoring, homework help, and academic support services.
- Develop and maintain plans for youth focusing on grade progression from elementary to middle school.
- Effectively communicate goals and resources available through the Club's academic focused programs to members, schools, and parents/guardians.
- Attend IEPs, and Parent Teacher Conferences as assigned
- Partner with leadership team to ensure all Club members receive quality educational support services.

Career Exploration

- Facilitate elementary to middle school readiness and career exploration programming/curriculum in small group settings.

Mentorship/Counseling

- Assist Leadership Team in mentoring/counseling assigned youth at the Club.
- Build life skills development into programs that Club members need to successfully transition into the Teen Services program.



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- Use data to develop comprehensive programs that meet Club member and community needs.

Administrative

- Develop partnerships with parents, community leaders and organizations to help promote and offer exceptional programs for its location.
- Works with vendors to recruit services for afterschool program.
- Management and analysis of attendance and participation data.
- Attend all meetings, conferences and training as required.
- Any other duties the Director of Elementary Services might deem necessary to the best interest of the Club and the overall organization.
- At all times maintain a professional appearance and manner reflective of the high standards of Don Moyer Boys & Girls Club.

Other Job Segments

- Develop partnerships with parents, community leaders and organizations to help promote and offer exceptional programs for its location.
- Works with vendors to recruit services for afterschool program.
- Promote and stimulate membership in the program ensuring that every Club member receives needed resources and support necessary to meet individual goals, interests, and needs.
- Facilitate the integration of Club members into other programs/activities in the Club.
- Conduct outreach to a diverse population of elementary youth.
- Facilitate special events & activities.
- Partner with other agencies in the community to help support the Club.
- Supervise the maintenance and operation of the Club's physical property, insuring club member safety at all times.
- Transport Club members in Club vehicles as needed.
- Perform all functions and tasks with the highest regard to quality.
- Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and/or events (i.e. teen program, middle school program, Project Learn, Keystone, Youth of the Year and/or Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. May be required to drive Club van.
3. May consult with parents concerning member and branch issues.
4. May handle disciplinary and behavioral issues following the positive behavior support model.
5. Any and all additional duties as needed.

RELATIONSHIPS:

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

External: Maintain contact as needed with external community groups, schools, member's parents and other to assist in resolving problems.

Approved: _____
Executive Director

Date



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