

GENERAL

Job: Site Director Level III
Job Type: Full Time plus benefits **MUST BE AVAILABLE BETWEEN 10AM – 7PM**
Salary: \$55,000 - \$59,000 Annual Salary DOE
Location: Los Angeles, CA – Boys & Girls Clubs of Venice

To Apply: Send resume and cover letter to marcy.lale@bgcmla.org and apply@bgcmla.org with “SD Level 3” in the subject line.

OVERVIEW

The Boys & Girls Clubs of Venice was established in 1968 as a non-profit organization to meet the need for after school and summer programming for local youth. Having secured its first Executive Director, David Mandell, the community leaders and Mr. Mandell were able to rent a temporary structure at 210 Venice Way near the old Venice post office where limited programming took place. The purchase and move to the Lincoln Blvd location took place in December 1971, which is now home to the main site of the James A. Collins building. Additional Club sites are located at Mark Twain Middle School and Venice High School.

Poverty affects close to half a million children in Los Angeles and has devastating effects on their education, workforce participation, earning potential, and social and emotional well-being. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

The Site Director Level III is responsible for directing and managing overall daily program operations of the designated Club with primary concern for service delivery / outcomes, child safety, supervision and training of program staff / volunteers, and community relations / membership administration.

MAJOR DUTIES AND RESPONSIBILITIES:

- Club Leadership

The Site Director Level III will communicate, implement, and enforce BGCV operational policies and procedures. Evaluates opportunities to improve Club programs; designs and communicates strategies to implement improvements. The Site Director Level III plans for and ensures that the environment, programs, and services prepare youth for success and programs delivered result in positive outcomes. The position seeks optimum use of Club facilities, staff and resources to fulfill organizational mission and strategies.

Analyzes and reviews Club’s membership levels, average daily attendance and frequency of attendance and develops and implements strategies to increase membership and attendance. The Site Director Level III demonstrates an ability to describe, and interpret program evaluation methods, and create action plans based on results so that program improvements are made on a regular basis.

Additionally, the Site Director Level III ensures Human Resource policies and procedures are communicated and followed and is the primary point of contact for Club crisis management to include taking action to resolve conflicts, disputes and/or concerns of staff, Club members, volunteers, and/or parents.

- Club Management and Development

The Site Director Level III will hire, evaluate, manage, collaborate with, and mentor program personnel in the planning and implementation of programming. The position will conduct regular staff meetings, training and career development opportunities, and develop performance objectives to ensure consistent excellence for programming.

The Site Director Level III will work with the VP of Programs & Operations to determine staff levels and hours that best support effective Club operations and program delivery.

- Club Program and Services

The Site Director Level III will monitor curriculum development and facilitation to assure that all services offered through the Club facilitate achievement of BGCV's program goals and outcomes. He/she will ensure designated and daily year-round and summer programs are delivered, programs meet stated objectives, are organized and engaging, and members' needs and interests are met.

The Site Director Level III will plan and implement procedures to measure and report outcomes and ensures that special events and field trips are properly planned and supervised. The position will provide staff support to effectively carry out duties, must be on the floor during Club hours to evaluate programming and fill in as needed. Engage parents and members to communicate behavior expectations and behavior issues.

Additionally, the Site Director Level III will devise and develop recruitment strategies to engage new families and Club members. The position ensures that services are offered in accordance with safety policies and procedures. He/she will collaborate with the VP of Programs and Operations to develop a budget that supports Club programmatic needs; monitor and control expenditures, approve expenditures and ensure expenditures consider costs and best value.

- Community Relations and Collaborative Partnership

The Site Director Level III participates in activities to maintain good public relations for Club programs and services, identifies partnership opportunities and attends community meetings to enhance services to youth and parents. Refers any grants or fundraising opportunities identified that support Club programs to the VP of Programs and Operations for possible action and approval.

The position will also implement strategies and report on grant deliverables and oversee and monitor grant implementation performance to ensure compliance.

- Facilities / Transportation

The Site Director Level III communicates and enforces BGCV policies, procedures, and standards with regard to the usage of Club facilities, grounds, vehicles, equipment, etc. Ensures facilities are safe, clean, and sanitary for youth and visitors. He/she works with staff and members to correct unsafe behaviors and ensures emergency procedures are followed, takes actions to prevent accidents. The position will ensure that transportation protocols and guidelines are followed by drivers.

MANAGEMENT ACCOUNTABILITY

This position reports to Vice President of Programs and Operations.

QUALIFICATIONS:

Minimum Qualifications:

- Bachelor's Degree in Education or related field, or equivalent experience.
- Three (3) years of experience in a Boys & Girls Club or similar organization managing staff and youth programs.
- Must be able to work a flexible schedule, which may include evenings, weekends and/or holidays.
- Hold a valid drivers' license and pass motor vehicle driving record check.
- Pass criminal background check. Pass (negative result) a TB test.

Preferred Qualifications:

- Bachelor's Degree in Education.
- Five (5) years of experience in a Boys & Girls Club or similar organization managing staff and youth programs.
- Experience with youth development programming, planning, implementing, facilitating and evaluating quality programs.
- Experience with a rapidly growing and changing organization.
- Demonstrated interpersonal and communication skills. CPR and First Aid Certifications.

BGCV is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, age, marital status, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.