

TITLE: WRAP Site Director
PROFILE: Management Professional
DEPARTMENT: Administration
REPORTS TO: Area Director; Director of Operations



BOYS & GIRLS CLUBS
OF LONG BEACH

STATUS Exempt Non-Exempt

PRIMARY FUNCTION

Directs/manages overall daily operations of the designated Clubhouse with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration.

ESSENTIAL RESPONSIBILITIES

- Establish school site programs, activities and services that prepare youth for success and that create an environment that facilitates achievement of youth development outcomes
- Plan, develop, implement and evaluate site's overall programs, services and activities to ensure they meet stated objectives and member needs and interests
- Ensure administrative and operational systems are in place to maintain the operation of the program, facility usage and equipment
- Compile regular reports reflecting all activities, attendance and participation
- Control expenditures against budget
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained neat, clean and operational
- Ensure compliance with organizational policies
- Recruit, manage and provide career development opportunities for site staff and volunteers
- Conduct regular staff meetings
- Develop partnerships with teachers, parents, community leaders and organizations that support stated goals and objectives
- Develop and maintain public relations to increase the visibility of programs, services and activities within the school and the community

ADDITIONAL RESPONSIBILITIES

- Contribute to an environment where youth have fun
- Attend team, community or school meetings
- Exercise authority in problems relating to members; utilize guidance and discipline plan
- Encourage youth to participate in a variety of programs
- Provide guidance and referrals to youth with identified concerns and/or needs
- Recognize and promote youth progress and noteworthy achievements
- Contribute to membership, attendance and retention goals
- Contribute to a climate that encourages healthy lifestyle choices and avoidance of at-risk behavior
- Contribute to an environment that protects the physical and emotional safety of youth
- Contribute to a safe working environment free of hazards and injuries
- Contribute to the overall cleanliness and appearance of the Club/site and program area
- Contribute to an environment that facilitates achievement of the mission and vision
- Ensure compliance and successful implementation of all grant related programs and/or activities
- Contribute to an environment that facilitates achievement of the Formula for Impact
- Ensure equipment and supplies are maintained neat, clean and in good working condition
- Provide program and process improvement input and feedback
- Plan and control expenditures against planned budget
- May lead youth field trips or wilderness activities
- May oversee and supervise interns
- May plan, coordinate and participate in Club wide special events
- Responsible for inventory and proper use of equipment/supplies to be used in the program
- Perform other related duties as assigned

ADMINISTRATIVE RESPONSIBILITIES

- Prepare periodic activity reports
- Attend partnership meetings and trainings
- Submit accurate sign in sheets to the business office for processing
- Prepare monthly program calendars
- Enter and update members' information on Cityspan
- Submit supply requisition to supervisor
- Conduct annual performance appraisal reviews

- Track, document and maintain information/records related to measuring and reporting program success

REQUIREMENTS AND SKILLS

- Bachelor's degree from an accredited college or university or 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, with an additional two years' experience at the branch director level, or equivalent experience
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Thorough knowledge of recreation and youth development theory
- Ability to recruit, train, supervise, and motivate staff
- Ability to deal effectively with members' discipline problems
- Working knowledge of budget preparation, control, and management
- Skills in fund-raising events
- Must be available Monday to Friday during operating hours and able to work a flexible schedule
- Creative, enthusiastic and able to motivate and engage young people toward positive outcomes
- Demonstrate good moral character and use of sound judgment
- Demonstrate proficiency in written and oral communication
- Excellent planning and organizational skills
- Experience working collaboratively with diverse communities
- Ability to read, write and speak English/Spanish (bilingual preferred)
- Demonstrated organizational, staff, and project management abilities
- Know how to define and work toward positive outcomes
- Be able to facilitate a diverse group of youth or adults effectively
- Valid California driver's license
- Current first aid and CPR certification
- May drive own vehicle to perform job related activities
- Clear background check, TB and drug exam
- Proficient in using Microsoft office and Gmail
- Willingness to comply with suspected child abuse reporting guidelines
- Demonstrate leadership skills
- Ability to work with minimum supervision and reliably complete tasks and meet deadlines

ENVIRONMENT AND WORKING CONDITIONS:

- Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

PHYSICAL AND MENTAL REQUIREMENTS:

- Tasks involve the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

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.

Employee Name (print)

Employee Signature

Date

Supervisor Signature

Date