



Job Details

Position Title: Southeast Area Club Director

Position Location: Harrison County

Position Type: Full Time, Salary exempt

Salary Range: \$42,000 - \$46,000

Summary

This position will report directly to the Director of Operations. The essential responsibilities of this position are Club staff oversight, Club programming, and maintaining 21st CCLC program compliance.

Job Hours

It is expected this position will work 8 hours a day, Monday through Friday, hours varying from 6:00 am - 6:00 pm, with a typical schedule of 10:30 am - 6:30 pm.

Essential Duties and Responsibilities

Staff Oversight

- Oversee all youth programs (morning program, after school programs, and summer programs) and coordinate youth activities and projects of the Boys & Girls Club.
- Be present in rooms regularly to oversee Club staff behaviors and program implementation.
- Manage staff and volunteer weekly schedules and adhere to indicated weekly staff hours limits based on the organization's budget, including ratio spot-checks.
- Orient, train, and supervise new staff on day-to-day operations within the Club
- Assist with training and direction of volunteers, as directed by the Director of Operations
- Conduct 90 day and annual staff evaluations, in collaboration with the Director of Operations

Club Programming

- Develop daily activity guidelines and schedules and coinciding placements for staff.
- In partnership with the Northwest Area Club Director, plan overall programmatic objectives, with a cohesive goal across Boys & Girls Clubs of Harrison-Crawford Counties' service area
- Coordinate Morning Programs at Corydon Elementary School, including staffing.
- Supervision of the Heth Washington Club Director and South Central Program Coordinator, as well as oversight of how the programs operate
- Manage Club supplies budget in conjunction with the Organizational Budget
- Work with other staff members and the community at large in a creative manner to promote youth programs.
- Collect and Organize data from IN Kids, OJJDP, and other funded-activities, then report into the appropriate online system or staff person
- Attend in-service trainings, workshops, and staff meetings as required
- Attend meetings of the board/board committee meetings as directed
- Submit program supply requests to the Chief Development Officer
- Communicate with school administration/school transportation director regarding youth transportation from each school to the Corydon Club location as well as any communication regarding youth behaviors while being transported.
- Oversee snack and summer food program, including training, ordering, and tracking for reporting purposes.
- Weekly, monthly, and quarterly walkthrough of the building to check for cleanliness and functionality of spaces

- Review and create all safety requirements including drills, codes, and emergency procedures. This includes scheduling drills and safety maneuvers in accordance with required frequencies, e.g. fire, tornado, and intruder procedures

21st CCLC Program Compliance

- Develop and implement surveys and program evaluations, and report information to the Membership Specialist for the purpose of data entry and program documentation and evaluation.
- Oversee program requirements and recommendations for each room.
- Ensure program components are scheduled and completed in a timely manner

The Club Director will also perform other duties as assigned.