JOB DESCRIPTION

Position: After School Program Site Director
Supervisor: Director of Operations
Status: Hourly/Non-exempt
Work Schedule: Varies according to Club

Job Summary

Under the direction of the Director of Operations, the Site Director will be responsible for maintaining the coordination, implementation, and administration of all enrichment/academic programs. The specific duties of the Site Director include program development and management, carrying forth prudent fiscal management, participation in staff development, and offsite collaborations. S/he will provide a safe, nurturing, and well-supervised after school program; be the liaison with parents, collaborators, school management, volunteers, and visitors to display the site and the program positively. This position is responsible for planning and development of the creative learning environment, establishment of interest centers, and preparation of needed materials and supplies. In addition the Site Director is responsible for the collection of program data, providing reports for contract compliance, and assisting with administrative support. A Site Director’s ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed. The Director is directly responsible for creating a positive, fun atmosphere and increasing membership base. The Director shall also represent the Boys & Girls Clubs of Oceanside (BGCO) in the community and serve on site and/or organization committees, as needed/requested.

As a school supportive employee, the Site Director position is an ASES funded position, based upon the school district calendar year. The Site Director is responsible to understand and abide by A.S.E.S. and school district requirements.

EDUCATION and/or EXPERIENCE:

- It is preferred that the Site Director possess a BA/BS and have 2-3 years experience in developing and implementing enrichment programs.
- Associates Degree required.
- Ability to speak and write Standard English appropriate in a public school setting
- Must pass LiveScan & LexisNexis criminal background check and fingerprinting, pre-employment drug screening, and TB Testing.
- First Aid and CPR certification required.
- S/he must possess strong computer skills, have the ability to track data and produce reports.
- Possess excellent communication, supervisory, administrative, and fiscal management skills.
- At least six months experience working with youth in a classroom, after school, or recreation environment.

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- Strong Math and English skills (K-12)
- Possess current California driver’s license and current automobile insurance.
- Familiarity of the Boys & Girls Clubs of Oceanside mission and philosophy in order to adhere to BGCO standards of conduct.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Program Development:**
- Ability to create and implement fun, engaging developmentally appropriate activities in the areas of common core, character development, project based learning, STREAM, fitness and recreation, academics/enrichment.
- Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established BGCO procedures for notification to parents and BGCO administration.
- Implementation and successful delivery of Boys & Girls Clubs programs.
- Maintain cleanliness in all program areas; including the upkeep of the equipment and facility in an acceptable manner and the set-up and breakdown during the program day to contribute to ongoing efforts to keep the Club orderly.
- Communicates with BGCO administration, staff, parents, and school administration on a regular basis regarding program activities.
- Design a site program schedule/calendar together with site team that includes a variety of educational, enrichment, and recreational activities that align with BGCO and school district requirements.
- Develop rapport and build relationships with faculty, staff and member families.
- Manages monthly, or as needed, the site calendar completion, supply order requests, binder set-up, enrollment rosters, and emergency contact information.
- Works with collaborative partners and other providers to implement programs that reinforce program success.
- Ability to lead and supervise fitness activities, monitor behavior, oversee curriculum activities and perform housekeeping responsibilities.
- Communicates effectively and in a professional manner with school administrators, school staff and parents on a regular basis regarding program activities and all other stakeholders.
- Ability to make programmatic changes based on organizational requirements.
- Ability to clearly convey messages regarding organizational policies, procedures and practices.
- Ability to recognize potential issues and apply established BGCO procedures and problem solving methods as needed.
- Ability to observe staff and member behavior, assess its appropriateness and apply the appropriate behavior management technique, positive redirection, or corrective action as necessary in order to support positive behavior choices.
- Assists in marketing of programs for growth and retention.
Program Management:

- Supervise, train, mentor, coach, and manage all staff, students and volunteers in the program at the site. Provide monthly goals to support site staff as contribution to professional development in line with the objectives, policies, and procedures of the organization.
- Provides performance management, feedback, and timely performance evaluations.
- Ability to work with, develop, lead, mentor, and supervise youth ages 5 to 18 in small and large groups.
- Awareness of and adherence to site budget.
- Ability to adhere to purchase order process.
- Maintain comprehensive student and volunteer records and produce reports as required.
- Hold staff accountable to weekly and monthly planning expectations as established by BGCO administration.
- Monitor and collect fees associated with on-site fee based programs.
- Enroll members in accordance with the BGCO and school district regulations, maintaining all necessary attendance and member records for grant compliance.
- Takes initiative in researching, proposing, and implementing fee based program opportunities at Club locations.

OTHER RESPONSIBILITIES

- Adheres to BGCO and school district on-site safety expectations, implements the safety plan at the site, and carries out the monthly drill to be tracked on-site in emergency drill logs and assessments.
- Supervises and provides support for the backpack/lunch storage system and maintains accurate meal records for daily reporting.
- Accurately completes and submits time cards/payroll records, incident reports, rosters, receipts, and all other BGCO program related records in accordance with established BGCO policy.
- Report all absences, no-call/no-show, tardiness, or requests for time off to Director of Operations and payroll.
- Supports and implements human resource policies and procedures.
- Appropriate and pre-approved authorization from the Administrative Office on ALL forms, activities, and permission slips.
- Ability to communicate effectively and demonstrate sensitivity to others.
- Attends Site Director meetings, collaboration meetings, management feedback meetings, and other meetings and trainings as required.
- Demonstrate reliability and punctuality by arriving on-time for scheduled shift and completing supervisory responsibilities in a timely and thorough manner.
- Maintains the highest degree of confidentiality in student, staff, and management matters.
- As Wellness Warriors, set a positive example in food selection, exercise and personal habits and attitudes.
- Possess reliable transportation to and from Program site.

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• Supports and complies with organization and site policies and follows procedures.
• Performs other duties as assigned.

GOALS for the first 4 months:
• Must maintain at least 95% attendance requirements and no more than 110% each month.
• Submit weekly attendance reports.
• Report all incidents/accidents to Director of Operations within an hour of occurring.
• Must offer and participate in at least 3 parent nights per year.
• Overall organizational support, as needed.

WORK ENVIRONMENT
• This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines. Resource and equipment management are integral components to make the position successful. Staff and member supervision is a key requirement; the Site Director must be able to implement activities, while maintaining program safety.
• Site Director is expected to wear appropriate BGCO uniform at all times.

OTHER SKILLS:
• Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
• Ability to engage in physical activity with members without limitation.
• Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds.
• Ability to work cooperatively and collaboratively with staff, public officials, private sector officials, parents, and community leaders.
• Ability to communicate effectively and demonstrate sensitivity with others.
• Excellent organizational and management skills.
• Knowledge of developmental needs of school age children.
• Ability to manage and supervise large groups.
• Ability to monitor payments, budget and reporting procedures as dictated at your site – including, but not limited to, income and expense, daily sign in/out requirements.

I have read and agree to carry out the above stated job responsibilities.

Employee Name:________________________________ Date:__________________

Employee Signature:________________________________________

The declarations listed above are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be a total listing of the skills and abilities required to do the job, rather, they are intended only to describe the general nature of the position. Other duties and/or responsibilities may be assigned as needs arise.

GREAT FUTURES START HERE.