

The James L. McKeown Boys & Girls Club of Woburn seeks a full time Clubhouse Program Director who will be responsible for the overall operations of the drop-in Clubhouse. The Clubhouse Program Director plans the overall program with the support of the Clubhouse professional staff and qualified volunteers to offer diverse and varied activities in Boys & Girls Club's three core program areas, healthy lifestyles, academic success, and good character & leadership. This individual will be responsible for effectively delivering a broad range of activities for youth and teens, and planning, developing and overseeing program implementation and outcome measurement while supervising programs and program staff/volunteers.

The Clubhouse Program Director works Monday through Friday from 12:30 p.m. to 9:00 p.m. This schedule varies slightly depending on the time of year, with alternative hours during school vacations and summer. This position is exempt and reports to the Assistant Executive Director.

### **Primary Responsibilities**

#### *Helping Youth Become Productive, Responsible and Caring Citizens*

- Plan and oversee the development and implementation of an overall Club program that aligns with the Formula for Impact and helps support the Club's mission and achieve our Youth Development Outcomes.
- Oversee day-to-day activities in accordance with established policies, standards, and goals.
- Ensure that members are encouraged to participate in various program areas/activities and receive instruction and constructive feedback to develop skills in program areas.
- Oversee provision of guidance services to members to assist them in fulfilling and making appropriate choices in educational, personal, physical, social, emotional, and vocational needs. Make regular contact with parents, school personnel, etc.
- Demonstrate leadership to assure conduct, safety, and development of members.
- Create a culture of high expectations for both staff and youth.

#### *Program Development and Management*

- Design and maintain a system that measures youth development outcomes. Provide leadership to program staff and volunteers for same.
- Evaluate programs on a regular and ongoing basis through staff meetings, mechanisms for member/parent/volunteer feedback and Boys & Girls Clubs of America's National Youth Outcome Initiative.
- Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of participation figures, notable achievements, and problems/issues.
- Prepare and submit any program reports needed by the Assistant Executive Director, Board of Directors, its committees, Boys & Girls Clubs of America, foundation or other program funders.
- Control program expenditures and provide recommendations to the Assistant Executive Director for the purchase of supplies and equipment for all Clubhouse program areas.
- Plan and organize special programs and events with other Boys & Girls Clubs and community agencies and organizations.
- Attend meetings of the Northeast New England Area Program Council and other meetings in the community as needed and directed.

*Supervision and Support*

- Provide supervision and support to program staff and volunteers including feedback, appraisal, evaluation and training recommendations.
- Ensure that site staff understand and effectively communicate standards of program.
- Recruit, train and supervise program volunteers when necessary.
- Recruit, hire, train and supervise staff.

*Marketing and Public Relations*

- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events, and the dissemination of timely information for the development of advertising and promotion through all forms of media (newspaper, television, website, social media).
- Work with community stakeholders and Club families to build strong and effective partnerships with families that can help youth, teens and families thrive.
- Interpret the objectives, standards, programs, and activities of the organization and keep the Board of Directors, staff, parents, members, and the general public aware of same.
- Promote the Boys & Girls Club while in the Club and the community.
- Present a good example for members and staff to follow at all times.

**Knowledge/Skills Required**

- Bachelors' Degree in education, youth development, or related field
- Minimum of four years of experience in a Boys & Girls Club or similar organization planning and supervising activities based on the development needs of youth; experience in a supervisory/management role is preferred
- Demonstrated leadership skills and the ability to motivate and inspire both our membership and a staff team
- Desire to work with young people, ages 8-18, in a variety of environments including one-to-one, small group, and large group settings
- Understanding of the developmental needs of youth and teenagers

**Compensation**

- Salary of \$40,000 - \$45,000, commensurate with experience.
- Competitive benefits package.

Interested candidates should submit a letter of interest and a resume to Meg Gambale, Assistant Executive Director at [m.gambale@bgcwoburn.org](mailto:m.gambale@bgcwoburn.org).