



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Club Director
November 2016

Boys & Girls Clubs of Portland Metro's (BGCP) mission is to enable all young people, especially those who need us most, to reach their full potential as productive caring, responsible adults. Celebrating 70 years of providing Portland-area young people with a safe and enriching place to belong when school is out, BGCP currently serves approximately 6,000 youth across four counties. The organization operates five Clubhouses in the Metro area; school site programs in partnership with the Parkrose and Reynolds School Districts; and recently opened a new Club in Oak Grove in partnership with the North Clackamas School District. BGCP is also building a new Clubhouse in the Rockwood community of Gresham, which is anticipated to open for fall 2017 programming.

BGCP is committed to ensuring an inclusive, diverse and equitable work environment. We aspire to filter all policies and practices through a trauma-informed care and equity-based lens. We position ourselves as lifelong learners, and seek individuals who have a desire to serve youth, enhance communities, and are hungry for ongoing personal growth and professional development.

Join our dynamic team and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth that we are privileged to serve each day.

For more information on BGCP and our work visit: <http://bgcportland.org/about/>

BGCP is currently searching for proven youth development professionals to serve as a Club Director. Club Directors are required to manage complex situations and execute high level administrative projects with limited supervision in a professional manner. Creative problem solving, a commitment to success with limited resources, and the ability to effectively lead multi-layer teams are crucial skills needed for this position. Club Directors are responsible for building operations, local community relationships, implementing the strategic direction of the organization at the local Club, and managing Club budgets to achieve the organizational mission and financial goals. Club Directors will manage a multi-level Club team to ensure high quality activities and programs are being offered in accordance with the Program strategies and goals. Club Directors should be passionate about the BGCP mission and executing organizational strategies to improve the Club and community. This is a full time, salaried (\$40 - \$48k annually) position that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off.

Application Instructions:

Please submit: (1) BGCP Employment Application which can be found at www.bgcportland.org, (2) Cover Letter, and (3) Resume to jobs@bgcportland.org. All requested materials must be submitted in order to be considered for a position.

Position Responsibilities

- Accountable for the safe operation of the Club and Club programming at all times
- Create and execute an annual Club plan working with the Directors of Program to meet the needs of the community and the organization
- Ensure Club leadership team is providing supervision and guidance to Club staff members and volunteers in the manner outlined by the organization
- Oversee the proper collection of data within the Club program and complete reports as necessary
- Complete evaluative measures within the Club and utilize the information to create and implement strategy that enhances the Club and community experience (ie NYOI, YPQA)
- Case management for 3 at-risk youth
- Meet Club income goals and manage Club expenditures to meet overall financial goals
- Work collaboratively with the marketing and advancement departments to ensure a diverse portfolio of media and recognition opportunities for Club
- Create a safe and functional environment in partnership with the maintenance department
- Actively participate and give input on the improvement of the organization
- Regularly meet with local community leaders to drive forward organization initiatives and provide responsive leadership to the community & Club team (including schools, businesses, government entities, and partners)
- Manage large scale collaborative initiatives and events within the Club
- Represent BGCP within the community acting as a role model for the organizational mission and values
- Follow the partnership framework procedure with a strong emphasis on stewardship and recognition of partners
- Represent the organization at community and fundraising meetings and functions
- Work collaboratively with all Clubs and departments within the organization to meet BGCP goals
- Possess a strong understanding and adhere to organizational policies and procedures as laid out in the employee hand book.

Position Qualifications

- Proven leadership skills in mentoring and inspiring staff to achieve personal and professional goals
- An inclusive leader with a strong commitment to equity
- A proven teacher with the skills to mentor staff, empowering them to lead and apply sound, creative problem solving techniques
- Proven skills in responsible, effective administrative duties management
- Ability to implement and manage systems, processes, and procedures
- Experience with, or understanding of communities in which BGCP operates and the specific barriers and challenges faced within the communities we serve
- Demonstrated cultural competencies and proficiency by effectively communicating and collaborating with persons from various cultural backgrounds, ethnic groups, and races
- Strong interpersonal skills and proven track record of positive relationship building among all stakeholder groups
- Four year degree in related field from an accredited college or university preferred
- A minimum of three years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.