



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Director of Youth Programs
September 2017

Boys & Girls Clubs of Portland is seeking a Director of Youth Programs. 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.

The Director of Youth Programs (DYP) is a Club management level position that requires critical thinking, aptitude in supervision, coaching and mentorship, and the ability to act decisively in emergency situations. With the direction of Club and Program leadership, the Director of Youth Programs (DYP) is responsible for leading a team in the development and execution of high impact, quality Club programming for elementary-age youth demonstrated by positive measurable outcomes and impact on Club members.

This position requires an unwavering commitment to the overall mission and vision of the Boys & Girls Clubs of Portland Metro (BGCP) and service to our members. The necessary skills required for this position is an uncompromised dedication to equity, inclusion, a safety-first mindset keeping our staff and members' safety our #1 priority, and a commitment to success through responsible fiscal, personnel and facilities management. The DYP demonstrates a commitment to success through achieving challenging goals, steady leadership, overseeing the execution of quality programming, and the flexibility to adapt to last minute opportunities, challenges or changing expectations.

This position works under the direction of the Club Director and collaboratively with the Director of Youth Program Quality and BGCP Directors of Youth Programs to enhance the delivery of first-class programming and experiences for our members. The DYP oversees the targeted training and professional development for all direct service part-time program staff, manages daily facility operations when the Director is not present, provides leadership and mentorship to part-time staff, and executes administrative duties. The DYP works in partnership with the Club's FT team to ensure safe, high quality, culturally responsive, trauma-formed activities and programs are being offered in accordance with the overall Program strategies and goals identified for BGCP.

The DYP contributes to the recruitment of part-time staff. The DYP manages annual staffing plans, scheduling, performance plans and reviews, professional development and coaching of all Club part-time program staff.

Application Instructions:

Please submit a letter of interest, resume and application (available at <http://bgcportland.org/employment/>) to jobs@bgcportland.org , mail to 8203 SE 7th avenue, st 100, Portland OR 97202 or drop off at any Club location. **This is a full time, salaried (\$30K - \$38K annually depending on experience) position that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off.**

Qualifiers

- Do you have a minimum of two year's work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience?
- Do you have an uncompromised commitment to equity and inclusion in all you do?
- Do you believe all children must have equal access to high quality programs and resources?

- Have you worked with at-risk populations for at least a year?
- Have you shown a proven ability to recruit, train, supervise, mentor and inspire staff?
- Are you experienced in managing staffing plans and payroll functions?
- Are you a first-class communicator?
- Are you self-motivated and able to work independently with little supervision; while able to work effectively in a team environment?
- Do you have the ability to work creatively and flexibly in a changing organization?
- Do you have a proven ability to appropriately manage confidential information?
- Are you a proven convener, mentor and team builder?

If you have answered yes to all these questions, we enthusiastically encourage you to apply.
Preferred

- Four year degree from an accredited college or university, or equivalent experience preferred.

Position Responsibilities:

- Directly responsible for ensuring safe and effective supervision of part-time staff, Club members and programs.
- Lead the Club team in creating a balanced annual program activity plan balancing scaffolded targeted programs with a variety of age appropriate activities in the BGCA 5 Core Program areas.
- Oversee the daily execution, evaluation, and updating of annual Program plan.
- Hire, train, mentor and supervise Youth Development Associates and provide on-going feedback and professional development opportunities.
- Manage and provide career development opportunities for PT staff and volunteers,
- Conduct regular 1:1 staff meetings with PT staff.
- Manage the Club in the absence of the Club/Area Director.
- Utilize supervision, teamwork and collaboration to implement BGCP youth development philosophy of the 5 Key Elements of Youth Development to achieve the 3 Priority Outcome areas (defined in new employee orientation and ongoing training).
- Oversee the successful administration of measurement instruments within the Club for the collection of reliable evaluative and outcome data and work with the Director of Program Data & Impact to utilize the data to strengthen the Club experience.
- Create and maintain a Club culture dedicated to engaging stakeholders in the mission and work of the organization.'
- Mediate and manage difficult conversations with BGCP families and communities while upholding BGCP standards and policies for the safety of all children.
- Support and responsibly steward efforts and initiatives involving government and non-government grants, funders and prospective donors, community leaders and our families.
- Design and execute horizon broadening activities for members to engage in the world outside the Club.
- Cultivate a culture for PT staff of continuous learning and improvement through the use of observation, reflection, coaching and through implementation of the YPQA.
- Provide guidance and discipline to members including the development of success & safety plans.
- Mediate conflict within Club programs, members and staff demonstrating responsible reporting, follow up and responding to trends through successful redirection.
- Role Model values, expectations, and exceptional youth development skills at all times.
- Support and collaborate with the Club leadership team to promote a consistent Club experience for all youth & teens.
- Manage collaborative initiatives and events within the Club as assigned by your supervisor.

- Complete paperwork, reports, and updates as necessary for the efficient function of the organization.
- With guidance/coaching from the Club/Area Director, manage club financial resources. Demonstrate leadership to control revenue & expenditures against budget.
- Demonstrate leadership through professional communication with administration, peers, parents, program partners and stakeholders to ensure strong relationships.
- Work collaboratively with all Clubs and departments within the organization to meet BGCP goals
- Work with staff on special events to carry out programs in all departments.
- Possess a strong understanding and adhere to organizational policies and procedures as laid out in the employee hand book and demonstrate good judgment when unexpected situations arise.