



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Senior Director of Safety & Facilities Operations
October 2017

ABOUT Boys & Girls Clubs of Portland Metro (BGCP)

BGCP'S mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. Celebrating over 70 years of providing Portland-area young people with a safe and enriching place to belong when school is out, BGCP currently serves approximately 5,000 youth across three counties. The organization operates five Clubhouses throughout the Metro area; hosts a Club site in partnership with the Clackamas School District and is the Schools Uniting Neighborhood (SUN) provider at Margaret Scott Elementary School in the Reynolds School District.

BGCP's top priorities are to ensure an inclusive, diverse and equitable work environment with an uncompromised commitment to safety. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners, and seek individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who have a desire to create extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding 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 a proven safety and facility operations professional to serve as a member of our administrative team in the role of **Senior Director of Safety & Facility Operations**.

Answering yes to the following qualifiers positions you as an ideal candidate for this position.

Qualifiers:

- Do you have an uncompromised commitment to equity and inclusion in all you do?
- Do you believe all children must have equal access to safe, high quality environments, programs and resources?
- Do you have a proven background dedicated to creating safety-first environments and maintaining first-class facilities?
- Are you qualified to design and execute organization-wide safety assessments and trainings specifically related to the delivery of youth services?
- Are you an expert in risk management, loss prevention, and insurance practices?
- Do you lead and mentor with a dedication to risk analysis and response?
- Are you a strong budget manager dedicated to overall efficiencies and fiscal health?
- Do you have proven experience in creating and managing vendor contracts, lease and rental agreements, and maintaining strong partner/vendor relationships?
- Are you a proven convener, mentor and team builder?
- Are you a first-class communicator?
- Is your work inspired by the measurable return on investment for all stakeholders?

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

General Position Summary:

The **Senior Director of Safety & Facility Operations** (SDSFO) reports to the Chief Programs Officer (CPO) and serves a critical role on BGCP's program administration team, representing the work and the voices of the organization's safety, security and risk agenda, facilities and transportation operations, vendors and contractors. The SDSFO contributes to the successful execution of the strategic vision and leadership of the overall organization and is responsible for fiscal, personnel, safety and risk, maintenance and contract management.

Application Instructions: Please submit a letter of interest, resume and application to jobs @bgcportland.org, mail to 8203 SE 7th avenue, Suite 100, Portland OR 97202 or drop off at any BGCP Club location. This is a full time, salaried (\$50k – \$60K 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. Complete job description and application form available at: <http://bgcportland.org/employment/>

This positions key areas of responsibilities include the following:

- ❖ Oversee ongoing safety assessment and risk management/prevention agenda to include advising administration on risk management, loss prevention, insurance practices and safety and security measures to include premise security, vehicular safety, and internet safety.
- ❖ Manage security and safety resources for all facilities to include assigning and monitoring access to buildings; overseeing the maintenance of security resources at individual sites, training employees, and on-going communication with and evaluation of contractors for assurance of reliable, responsive and cost-effective services. Management of third party service providers including broker and insurance carrier loss control representatives.
- ❖ Manage the internal and external organizational safety and operations committees. Reviews and evaluates incident reports, analyzing events and accidents to identify root causes, categorize them by level and advise executive team and staff on preventative and/or corrective measures.
- ❖ Create and execute annual training, programming, educational activities and resource sharing for our staff, members and families regarding safety, high risk issues, emergency and other relevant services and information.
- ❖ Assure organization's compliance with all applicable local and state regulations and requirements related to our facilities and vehicles.
- ❖ Work in tandem with Club leadership, to manage transportation contracts with partners (school districts) and provide oversight of vehicle maintenance and up-keep.
- ❖ Manage organizational IT resources and needs, oversees shared-use and rental contracts, audits utilities and services working directly with providers, and reviews associated capital expenses.
- ❖ Complete timely and accurate maintenance and filing of required documentation and records; management and reporting on grant requirements, reimbursement of various subsidies associated with these activities; and for timely completion of ongoing audits and inspections to keep the organization compliant in all areas. Supervise the Director of Building Operations (DOB), who is responsible for the day to day management of building operations including facilities and transportation budgets, maintenance plans and is responsible for the successful day-to-day functions directly related to the operations of first-class facilities and transportation. Supporting the DBO by creating and communicating responsibilities, timelines and expenses, manage execution of annual inventory and maintenance schedule for FF&E and capital expenses, and leading efforts related to facility operational needs and FF&E for new facilities and sites.

Qualifications:

A minimum of five years' experience in safety oversight and facility operations and management positions required, preferably within youth service or education environments.

BA or BS from an accredited college/university preferred