



**Boys & Girls Clubs of Portland**  
**Job Announcement**  
**Site Director – Middle School N Clackamas**  
**November 2018**

**BOYS & GIRLS CLUBS**  
**OF PORTLAND METROPOLITAN AREA**

**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 Clubhouses throughout the Metro area; hosts Club sites 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.

**Overview**

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. BGCP is committed to ensuring the safety and well-being of the youth we are privileged to serve. We hold all staff, regardless of position, to the highest possible safety standards. We require all staff to be screened regularly and to sign a code of conduct.

**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/>

**Position Summary:**

BGCP's Middle School Site Director is a Teen Services leadership position reporting to the Area Director of North Clackamas and working closely with the Senior Director of Teen Services. This position requires an unwavering commitment to the overall mission and vision of the Boys & Girls Clubs of Portland Metro (BGCP) and service to teens. The necessary skills required for this position include an uncompromised dedication to safety, administration and staff, and a commitment to success through responsible fiscal, personnel and program operations. This position works collaboratively with peers and Teen Services to successfully provide optimum Club experiences for the young people we serve.

The Middle School Site Director is responsible for the day-to-day operations of a school site program and ensure the delivery of high quality, culturally responsive activities and programs in accordance with the overall Club Services strategies and goals identified for BGCP. The ability to supervise and coach staff; work in collaboration with schools and build partnerships; maintain strong, positive relationships with teens and families; address program concerns; provide a balanced program grid and oversee accurate Club program reporting are essential functions of this role.

**This is a full time, salaried (\$35,000 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](http://www.bgcportland.org), (2) Cover Letter, and (3) Resume to [jobs@bgcportland.org](mailto:jobs@bgcportland.org) or mail to 8203 SE 7<sup>th</sup> Ave, STE 100, Portland, OR 97202. All requested materials must be submitted in order to be considered for a position. *All candidates must pass post-offer/pre-employment requirements, including: Criminal Background Check and Verification of Employment*

## **Position Responsibilities**

Middle School Site Directors must possess a thorough understanding of successful implementation of teen development programming and strong management/leadership capabilities to include:

- Experience in leading teen programs to include program development and implementation
- Setting and analyzing teen focused outcome measurements through responsible data management
- Proven leadership skills in mentoring and inspiring staff to achieve personal and professional goals
- An inclusive leader with a strong commitment to equity
- A dedication to safety first in a youth service environment
- Demonstrated cultural competencies and proficiency by effectively communicating and collaborating with persons from various cultural backgrounds, ethnic groups, and races
- Proven skills in responsible, effective administrative duties management to include management of staffing plans, budgets, payroll and confidential personnel tasks
- Demonstrated success in managing grant responsibilities, contributing to the organizations' development goals, stewarding donors and volunteers, and modeling a culture of philanthropy at Club sites.
- Strong skills in planning, organization, initiative and successfully leading teams to accomplish collective goals
- Ability to implement and manage systems, processes, and procedures in a responsible and timely manner
- Proven ability to maintain confidentiality and manage highly sensitive information
- Strong team player
- Proven experience, knowledge and practice of continuing education in the field of youth development
- Experience with, or understanding of communities in which BGCP operates and the specific barriers and challenges faced within the communities we serve
- Strong interpersonal skills and proven track record of positive relationship building among all stakeholder groups
- A strong and responsive communicator to internal and external audiences, established practices of written and oral communication to stakeholders
- Proficiency in Microsoft Office Suite software applications
- Current drivers' license and able to drive Club vehicles

## **Position Qualifications**

- Four year degree from an accredited college or university, or equivalent experience preferred.
- A minimum of two years of work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people/teens, or equivalent experience.
- A minimum of one year working with at-risk populations.
- Bilingual (Spanish) preferred
- Group leadership skills, including an understanding of group dynamics.
- Ability to recruit, train, supervise, and motivate staff.
- Strong communication skills, both oral and written.
- Must possess the ability to work independently and efficiently without direct supervision.
- Self-motivated and able to work independently with little supervision; while able to work effectively in a team environment.
- Ability to work creatively and flexibly in a changing organization.
- Proven ability to appropriately manage confidential information.