



Boys & Girls Clubs of Portland Job Announcement Clubhouse Area Director – North Clackamas

Boys & Girls Clubs of Portland Metro's (BGCP) mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members.

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's Area Director is a Youth Services leadership position and reports to the Senior Director of Youth 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 young people. 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 the Club Services senior leadership team to successfully provide optimum Club experiences for the youth we serve.

Position Summary:

The Area Director of Oak Grove manages 4 sites (Lot Whitcomb Elementary, Alder Creek Middle, Rowe Middle and the Oak Grove Boys & Girls Club) with a FT Site Director at each location, who in turn manage between 4 -7 PT staff. The Area Director is expected to be on site at each location at least one day a week. The top priority of the Area Director is to support their staff with solution based, responsive program and personnel management, serving as a resource to help their team provide a safe environment that provides inclusive, high quality, culturally responsive activities and programs in accordance with the overall Club Services strategies and goals identified for BGCP. This oversight in turn supports the administrative informational needs of the site with specific grant and associated community reporting requirements that are also an integral part of this position.

Area Directors (AD) manage multi-level Club teams within areas of responsibility to ensure high quality, culturally responsive activities and programs are being offered in accordance with the overall Club Services strategies and goals identified for BGCP. ADs are responsible for hiring, developing and retaining employees; provide leadership and mentorship to full and part-time staff at multiple locations, and are responsible for executing high level administrative duties. ADs are responsible for day-to-day program operations and staffing, representing and implementing the vision and strategic direction of the organization within local Club sites and communities, and fiscal management of Club budgets to achieve organizational financial goals.

ADs contribute to long-term, annual and seasonal Club Services strategic planning and are responsible for the execution of those plans within areas of responsibility. ADs oversee the responsibilities related to the successful management, reporting and stewardship of site-specific government and non-government grants and other site-specific funded programs and events. ADs work closely with the Senior Director of Safety & Facilities to facilitate and manage shared-use and rental agreements, identify Capital Expense needs, maintain a safety-first culture within identified site locations, and manage incidences and incident reporting.

This position works collaboratively with the Director at each site with a team-focused dedication to service to youth and families. ADs are charged with developing and strengthening relationships with Club families, Club site communities, community organizations, civic and business leaders, and donors. **This is a full time, salaried (\$45,000 - \$48,000 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, (2) Cover Letter, and (3) Resume to jobs@bgcportland.org or mail to 8203 SE 7th 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

Qualifications:

Skills/Knowledge Required:

Area Directors must have a thorough understanding of successful implementation of youth development programming and strong management/leadership capabilities to include:

- 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
- A visionary with proven skills to engage and enroll diverse staff in collective strategic direction
- 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 to include management of staffing plans, budgets, payroll and confidential personnel tasks
- Strong skills in planning, organization, initiative and successfully leading teams to accomplish collective goals
- Ability to implement and manage systems, processes, and procedures
- 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 in program operations including program development; setting and analyzing outcome measurements through responsible data management
- 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
- Proven commitment to first-class customer service and response to all stakeholder groups
- A strong 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

Skills/Knowledge Preferred:

- BA or BS from an accredited college/university preferred
- A minimum of three years in a management position serving a youth development-focused mission required