



Boys & Girls Clubs of Portland
Job Announcement
Club Director – Inukai Family Club (Hillsboro)
March 2019

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:

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 (\$36-\$40,000 annually) position that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off. Application deadline: 03/15/2019.

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*

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 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)
- 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
- 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
- A dedication to safety first in a youth service environment
- 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 in a responsible and timely manner
- Proven ability to maintain confidentiality and manage highly sensitive information
- 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
- Current drivers' license and able to drive Club vehicles
- Four year degree from an accredited college or university, or equivalent experience preferred.
- Bilingual (Spanish) preferred