



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

#### POSITION PROFILE

POSITION TITLE: Site Director

REPORTS TO: Program Area Director

CLASSIFICATION: Exempt

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#### **Position Summary**

The Site Director is responsible for ensuring the implementation of Club programs and site operations. The ability to supervise and coach staff, work with schools and partnerships, address program concerns, provide a balanced program grid, oversee accurate Club program reporting are essential functions of this role. This position is responsible for supervision of Club staff and frequently must work independently with limited supervision and represent the organization to stakeholders and partners in a professional manner. The Site Director should be passionate about the BGCP mission and implementing a fun varied program for youth to explore and engage in their community and future.

#### **Position Responsibilities**

- Accountable for the safe operation of Club programming and ensuring the delivery of the Boys & Girls Clubs of Portland's youth development philosophy
- Recruit, hire, train and provide supervision and guidance for Club staff and volunteers in the manner outlined by the organization.
- Ensure the proper collection of data within the Club program and in accordance with organizational expectations and complete paperwork, reports and updates as necessary
- In collaboration with the Director of School Based Clubs and other key stakeholders, assess the needs of the community and create an annual plan that effectively meets those needs.
- Develop registration and marketing materials for afterschool and summer programs.
- Maintain communication with schools, families and partners and make targeted efforts to register the students who will most directly benefit from the activity being offered.
- Provide guidance and discipline to youth including the development of success & safety plans
- With the support of the Director of School Based Clubs complete evaluative measures within the Club program and utilize the information to create and implement strategy that enhances the Club and community experience (ie NYOI, YPQA)
- Complete paperwork, reports, and updates as necessary for the efficient function of the organization
- Demonstrate leadership through professional communication with parents, program partners and stakeholders to ensure strong relationships and a safe Club
- Manage Club expenditures in alignment with grant funding and to meet overall financial goals
- Possess a strong understanding and adhere to organizational policies and procedures as laid out in the employee hand book.
- Other duties as assigned by supervisor.
- All BGCP employees are Mandated Reporters and must report any suspected Child Abuse or Neglect to their direct supervisor.

### **Position Qualifications**

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of two years 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.
- A minimum of one year working with at-risk populations
- 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.

### **Working Environment & Physical Requirements**

The job's functions requires the following physical demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, talk or hear and occasional lifting of a minimum of 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. High volume of personal interaction with members, families and staff may be stressful. The noise level is usually moderate but may increase during busy periods.