



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Position Profile:

Position Title: Club Director

Reports To: Area Director

Classification: Full-Time/Salary/Exempt

Salary: \$39,000.00/a year

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. 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 are dedicated to supporting 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 with whom 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 Club Director for Wattles Boys & Girls Club. 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 supply budgets and member registration to achieve the organizational mission and financial goals. Club Directors will manage a multi-level Club team to ensure high quality activities, programs and services are being offered in accordance with the Service Areas strategies and goals. Club Directors should be passionate about the BGCP mission and executing organizational strategies to improve the Club and community.

Position Responsibilities

- Manage the operations of their Clubhouse and is accountable safety, policies and procedures, and service delivery daily.
- Direct supervision of Club full-time staff, as well as Youth Development Mentors while the position is combined with DYP
- Create and execute an annual Club plan working with the Area Director to meet the needs of the community and the organization
- Attends weekly organizational leadership team meetings to include Club Directors, Area Directors, and Senior Directors
- 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, TICA)
- Meet Club income goals and manage Club supply budget
- 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
- Work in collaboration with Area Director to set up and attend Community Advisory Councils for the Club (2021)
- Ensure that Service Area Requirements are being met for Teens, Youth, and Youth & Family Services
- Oversee the successful a collection of payments from families
- 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 and safety handbook.

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
- Proven skills in responsible, effective administrative duties management
- Ability to implement and manage systems, processes, and procedures
- Experience with, or understanding of communities in which BGCP operates and the specific barriers and challenges faced within the community 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
- Four-year degree in related field from an accredited college or university preferred
- 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

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.

The Application Packet

1. A resume'.
2. A cover letter. The cover letter should address why you are interested in this opportunity and how your qualifications and experiences (both professional and/or lived) will make you a successful candidate for this position. The cover letter should also demonstrate your work experience and how they are related to those shown in the position general requirements.

The Selection Process

1. Initial review of minimum qualifications
2. Application materials review
3. Consideration of top candidates
4. Background and reference checks

Note: Application information may be used throughout the entire selection process. This process is subject to change without notice.

Diversity and Inclusion: At BGCP, we do not just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

BGCP is proud to an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.

Under Oregon Law, qualifying veterans may apply for veterans' preference.

BGCP gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact BGCP Human Resources in advance to request assistance.