



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

**Position Profile:**

**Position Title:** Site Director

**Reports To:** Area Director

**Classification:** Full-Time/Exempt

**Salary:** \$36,000.00/a year

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**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 Site Director for Lot Whitcomb Boys & Girls Club.** This position 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 youths to explore and engage in their community and future.

**Program 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 (i.e. NYOI, YPQA).
- 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 handbook.
- 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.
- Fluent in Spanish required.
- 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.

### **Physical Requirements/Work Environment:**

- Frequent high volumes of personal interactions with youths, families and other staff.
- Frequent walking with prolonged standing.
- Must be able to sit, bend, stoop, climb and occasional lifting of up to 25#.
- Moderate to intermittent high levels of noise.
- Vision abilities requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact Human Resources in advance to request assistance.

### **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 be 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.*

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