



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Position Profile:

Position Title: Youth Programs Manager

Reports To: Club Director

Classification: Full-Time/Salary Non-Exempt

Salary: \$35,000.00/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 Youth Programs Manager. Youth Programs Manager (YPM) is a Club management level position that requires critical thinking, aptitude in supervision, coaching and mentorship, and the ability to act decisively in emergency situations. With the direction of Club and Program leadership, the YPM is responsible for leading a part-time team of 3-6 Youth Development Mentors (YDM) in the creation and execution of high-quality Club programming for elementary age youth demonstrated by positive measurable outcomes and impact on Club Members.

This position requires an unwavering commitment to the overall mission and values of BGCP and service to our members. The necessary skills required for this position include an uncompromised dedication to safety, equity, inclusion, and trauma informed care. The YPM demonstrates a commitment to success through steady leadership, high expectations, and the flexibility to adapt to last minute opportunities and challenges.

This position works under the direction of the Club Director and collaboratively with the Senior Director of Youth Programs to ensure that programs offered are in alignment with the overall values and goals identified by BGCP. The YPM contributes to the recruitment of the part-time Youth Development Mentors (YDMs), oversees their targeted mentorship and manages their performance plans and reviews. The YPM may be asked to manage daily facility operations and/or perform administrative duties when the Club Director is absent.

Position Responsibilities

- Directly responsible for ensuring safe and effective supervision of Youth Development Mentors (YDM) Club members and programs.
- Lead the Club team in creating a balanced annual program activity plan.

- Mentor and supervise YDMs and provide on-going feedback and professional development opportunities.
- Recruit, mentor and conduct employee reviews for YDMs in collaboration with the Club director.
- Oversee the successful administration of measurement instruments within the Club for the collection of reliable evaluative and outcome data and work with the Sr. Director of Youth Programs to utilize the data to strengthen the Club experience.
- Collaborate with FT leadership team to maintain Club culture dedicated to engaging stakeholders in the mission and work of the organization.
- Mediate and manage difficult conversations with BGCP families and communities while upholding BGCP standards and policies for the safety of all children.
- Responsibly steward efforts and initiatives involving government and non-government grants, funders, prospective donors, community leaders and our families.
- Design and execute horizon broadening activities for members to engage in the world outside the Club.
- Cultivate a culture for part time staff of continuous learning and improvement through the use of observation, reflection, coaching and through implementation of the YPQA.
- Provide guidance and discipline to members including the development of success & safety plans.
- Mediate conflict and safety concerns demonstrating appropriate incident reporting policies, follow up and redirection.
- Role model values, expectations and exceptional youth development skills at all times.
- Complete paperwork, reports and updates as necessary for the effective function of the organization.
- Demonstrate leadership through professional communication with administration, peers, parents, program partners and stakeholders to ensure strong relationships.
- Work collaboratively with all Clubs and departments within the organization to meet BGCP goals.
- Possess a strong understanding of and adhere to organizational policies and procedures and demonstrate good judgment when unexpected situations arise.

Position Qualifications

- Four-year degree from an accredited college or university, or equivalent experience.
- A minimum of one year 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 one-year work experience supervising and managing teams.
- A minimum of three years' work experience with children, youth, or teens.
- 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.

Working Environment & Physical Requirements

The job's functions require 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 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.

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.