

## **ORGANIZATION**

Boys & Girls Clubs of Central Iowa (BGCCI)

## **CATEGORY**

Administration & Management

## **ORGANIZATION SUMMARY**

Our mission is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Every day, Boys & Girls Clubs provide a **safe, supportive place** for kids and teens to be after school and during the summer, with **structured programs** and **caring staff role models** in place to address the most difficult challenges facing our young people today.

Our highly-educated and trained professionals give Club members the resources and guidance to graduate high school on time with a plan for the future. Boys & Girls Club programs help young people achieve academic success, model good character & citizenship, and live healthy lifestyles.

## **JOB DESCRIPTION**

**JOB TITLE:** Program Specialist

**LOCATION:** Ellis I. Levitt Club, 705 E University Ave., Des Moines, IA 50316

**SALARY:** Commensurate with experience

**JOB TYPE:** FTE Exempt

**REPORTS TO:** Unit Director

## **OVERALL DUTIES AND RESPONSIBILITIES:**

Love our Club kids like they are your own.

Believe in our mission and know that all children have the potential to **BE GREAT**.

Directs the implementation of Boys & Girls Clubs of America (BGCA) programs as well as the design, implementation and evaluation of local programs targeted primarily for K - 5<sup>th</sup> grade children, with additional collaboration involving school staff and community partners. Assists with the training and development of part-time youth development professionals in order to deliver the highest level of program excellence. Oversees the tracking and analysis of all programs and outcomes to achieve measurable results.

## **DUTIES AND RESPONSIBILITIES (Inclusive, but not limited to):**

1. Plan, develop, implement and evaluate all programs designed to align with the BGCCI mission and achieve measurable outcomes. These programs include but are not limited to BGCA programs such as Power Hour (homework help and tutoring) and Triple Play (healthy mind, body, and soul).
2. Assure proper Club staffing including strict attention to ratios for adult supervision as provided by BGCA.
3. Schedules activities on a rotational basis for Club members and assures proper staff supervision is in place by providing equitable and consistent participation in all Club activities.

4. Designs and implements a compelling and enriching extra-curricular program of field trip activities to provide a hands-on educational experience for Club members, with particular emphasis on winter and spring breaks as well as summer schedules.
5. Acts as a liaison to faculty and staff of Carver Community School to ensure consistent application of academic standards and teaching methods.
6. Provides for the safety and health of all Club members, staff, and outside groups through effective use of staff and material resources.
7. Ensure productive and effective performance by all program staff and volunteers.
8. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information to members, families, volunteers, community partners and all BGCCI staff.
9. Work with the marketing department to ensure timely and accurate communication and promotion of Club events and activities in accordance with BGCA brand standards.
10. Attend regularly scheduled meetings and collaborate with other program specialists.
11. Performs other duties as assigned.

#### **EXPERIENCE AND QUALIFICATIONS REQUIREMENTS:**

- Four year degree from an accredited college or university required with background in human services, education, childhood development and related fields highly preferred.
- Effective interpersonal skills (including oral and written communication) particularly with elementary aged students. Also must possess the ability to deal effectively with parents, community leaders, educators, administrators, other staff and volunteers.
- Experience in providing leadership and overall problem solving.
- Working knowledge of the physical, cognitive, emotional and social development needs of elementary aged children.
- Ability to manage childhood development issues in a “casework” environment.
- Ability to use basic electronic tools to design educational rubrics and assess outcomes.
- Ability to present outcomes in a management setting to represent performance delivered against mutually agreed upon outcomes.
- Familiarity with budget preparation, financial controls, and effective fiscal and asset management.
- Experience in human resources development including the recruitment, supervision, and overall management of staff and volunteers.
- Spanish language skills highly preferred.
- Basic computer skills required and familiarity with Microsoft Office preferred.
- Ability to earn mandatory CPR and first aid certification.
- Ability to pass all mandatory checks including criminal records and background, valid driver’s license and clean driving record.

#### **RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with BGCCI members, staff and volunteers to interpret and explain program objectives and standards, discuss issues, and provide/receive information. Maintains regular contact with BGCCI administration team,

including information sharing with regards to events and activities within the Club site. Has ongoing contact with members as needed to discipline, advise, and counsel.

**External:** Maintain contact with other Clubs, vendors, consultants, organizations, parents and general public to achieve program goals and objectives, manage costs, share information and resolve problems.

**PHYSICAL DEMANDS:**

		<b>NEVER 0%</b>	<b>OCCASIONAL 1-32%</b>	<b>FREQUENT 33-66%</b>	<b>CONSTANT 67%+</b>
A.	Standing			X	
B.	Walking			X	
C.	Sitting			X	
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (25 lbs)		X		
I.	Carrying (25 feet)		X		
J.	Manual Dexterity Tasks				
	Telephone			X	
	Computer			X	
	Other		X		
K.	Working Conditions				
	Inside			X	
	Outside			X	
	Extremes of Temperature/Humidity		X		

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Work requires ability to function in both an administrative office and youth program areas some lifting and physical activity required.

**DISCLAIMER:**

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

**HOW TO APPLY:**

Submit a cover letter and resume to [ggrant@bgcci.org](mailto:ggrant@bgcci.org) or mail to:

Boys & Girls Clubs of Central Iowa  
 Attn: Greg Grant  
 1421 Walker St.  
 Des Moines, IA 50316