Notice of Vacancy

Boys & Girls Clubs of Southern Maine is seeking a dynamic individual to fill the following challenging and fulfilling position, critical to the organization’s mission of serving youth, especially those who need us most.

**JOB TITLE:** Physical Education Director – Portland Clubhouse

**OVERVIEW:** Challenging and rewarding full-time position for a creative, high energy, outcome-driven professional. The Physical Education Director is responsible for leading and implementing a comprehensive physical education program that support our youth development outcomes with a focus on healthy lifestyles.

**RESPONSIBILITIES INCLUDE:**
Establish physical education program objectives consistent with organizational mission, values and goals. Oversee the provision of day-to-day programs and activities in accordance with established standards and goals including swimming pool management and aquatics program. Ensure that members are encouraged to participate in a variety of physical education program areas/activities and receive instruction and constructive feedback to build confidence and develop skills. Ensure athletic program is engaging for all members especially those who do not traditionally engage in physical activity. Demonstrate leadership to assure conduct, safety and development of members. Ensure the evaluation of programs on a continual basis and ensure program/activities respond to member needs and address their gender and cultural diversity. Evaluate program and mentoring effectiveness through tracking and outcome measurement.

**QUALIFICATIONS:**
Four year degree in health and physical education or related field from accredited college or university. Swimming pool management preferred and lifeguard certification required (or ability to acquire certification). Minimum three years work experience in Boys & Girls Clubs, similar youth-serving organization or school system, planning and supervising activities based on the developmental needs of youth. Strong communication skills, both written and oral. Active driver’s license, demonstrated organizational, measurement, and project management abilities. Ability to work 1:00 pm to 9:00 pm during the school year and 9:00 am to 5:00 pm during the summer.

**SALARY:** Competitive salary commensurate with background and experience. Generous benefit package, including health care, life insurance, qualified pension program, long term disability, full holiday and vacation package. Some flexibility in work schedule.

**APPLICATION PROCEDURE:** Please send a letter of interest, resume and three professional references to Karen MacDonald, Chief Operating Officer, Boys & Girls Clubs of Southern Maine at kmacdonald@bgcmaine.org.

**DEADLINE:** 04/01/19