Outreach Services Director
Job Description

Position Title: Outreach Services Director  
Status: 25-28 hours per week, Monday – Friday
  Flexible scheduling Monday through Friday from 9:30 AM to 5:30 PM
  Some evening hours may occasionally be needed

Employment Classification: Permanent Part-Time
Salary: $14-$15/hour
Reports to: Executive Director

PRIMARY FUNCTION
The Outreach Services Director is responsible for assisting the Mentoring Matters Coordinator, The Future Forward Site Coordinator and extension Site Coordinators with the managing, implementation and reporting of the Boys & Girls Club of Sparta programs that provide academic support, healthy lifestyles, and character development to the youth and teens. Some of the programs are held off site but are local.

KEY ROLES (Essential Job Responsibilities)
- Gain a proficient knowledge base of the BGC of Sparta’s outreach programs
- Organize, manage and direct the Mentoring Matters Program
  - Maintain case management files on mentees
- Lead a strong and empowered team by ensuring appropriate training for all related staff and volunteers.
- Work with all outreach Coordinators to ensure quality staffing and best practices are in place
- Work collaboratively with Coordinators to ensure the programs are upholding grant goals and obligations
- In conjunction with key Club staff, plan and implement presentations about program services to local interest groups to raise awareness of opportunities, to seek and recruit volunteers, mentors
- Ensure quarterly reports and reimbursements are being completed and submitted on time
- Program planning, development, monitoring and utilizing reporting systems

ADDITIONAL RESPONSIBILITIES
- May participate in special programs and/or events
- Other activities as deemed necessary
- Participate in required program training, meetings and necessary obligations
- Organizational representation that enhances BGC of Sparta’s image by being active and visible in the community and working closely with other professional, civic and private organizations

RELATIONSHIPS
Internal: Maintains close, daily contact with staff (professional and volunteer), children and supervisor to receive/provide information, mentor, discuss issues, explain guidelines/instructions; instruct; and advise/counsel

External: Maintains contact with external community groups, schools, members’ parents and others

SKILLS/KNOWLEDGE PREFERRED
- Bachelor’s degree in education, social or related field preferred or proven work experience in the following:
At least 3 years of program management and implementation experience
At least 3 years of proven experience in delivery of youth work and programing for youth between the ages of 7-18

- Experience in organizing, directing, and coordinating program implementation including supervision, recruitment, and retention
- Ability to learn and utilize new technologies and apply technology to communication, logistics and other key job tasks
- Demonstrated examples of managing through crisis
- Ability to inspire and empower youth as they participate in programs that address both the needs and interest of the members served
- Must have a valid WI driver's license, good driving record and meets stat required auto insurance minimums

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT
Some lifting, carrying, walking, standing and sitting are essential to this position. National background check required (paid for by employer).

The Boys & Girls Club of Sparta is an equal opportunity employer.

DISCLAIMER:
The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.