Position Title: Site Director
Reports to: Executive Director
Salary: Starting at $31,200 (compensation will be based on experience and education)
Status: Flexible Full Time Monday through Friday with a required schedule of 1:00-5:30 pm with minimal Saturday exceptions.

Position Summary: The Site Director is responsible for the oversight, development and implementation of overall daily operations of the Club with the primary concern for safety, programs and service delivery.

Leadership
1. Work with program planning team and oversee the administration of programs and activities which support Youth Development Outcomes:
   - Ensure Club program objectives are consistent with organizational goals and mission.
   - Manage the provision of day-to-day Club activities in accordance with established standards and goals.

Strategic Planning
1. Oversee the identification and evaluation of opportunities to improve program effectiveness on the basis of participation and achievement of stated goals; recommends modifications to improve program performance, as appropriate.

Resource Management
1. Coordinate with leadership team on budget development; monitor and report on revenues and expenses within specific projects and initiatives
2. Manage administrative and operational processes, overseeing the maintenance and repair of buildings, equipment, and other facilities.
3. Manage performance of assigned staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.

Marketing and Public Relations
1. Participate in activities to maintain good public relations for Club programs, services and activities.

Program Development, Implementation & Effectiveness
1. Ensure the Club remains in compliance with all requirements as assigned
2. Support the development and implementation of Club program goals and settings to insure the health and safety of members.
3. Maintain a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
4. Keep in place program standards and make sure they are effectively understood and communicated; ensure program areas are safe, and equipment is maintained in good working condition
5. Ensure the evaluation of Club programs is on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
6. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
Additional responsibilities
1. May assist in the administration of restricted programs by overseeing program operations; ensures the completion of required reports; and preparation of any required agency reports.
2. May be responsible for managing programs and systems including recruitment, employee relations, training and development.
3. Oversee special programs and/or events as assigned (i.e. Junior Staff, Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other activities as necessary
4. Consult with parents concerning member and site issues.
5. Manage volunteer database. Recruit and educate volunteers. Implement volunteers into daily Club life with matched unit programs.
6. May need to use your personal vehicle to attend meetings, functions, and/or shop for supplies. Employees are paid mileage for use of their vehicle

Skills/knowledge Desired:
1. Bachelor's Degree or equivalent experience in related field
2. Strong communication skills, both verbal and written
3. Group leadership skills, including an understanding of group dynamics.
4. Demonstrated organizational, staff and project management abilities
5. Mandatory CPR and First Aid Certifications, and child abuse prevention training prior to or upon hire
6. A minimum of five years work experience in non-profit agency operations management and supervision, or an equivalent combination of experience and education
7. Considerable knowledge of: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; of the principles and practices of non-profit organizations.
8. Demonstrated ability to organize, direct and coordinate operations; in personnel, the recruitment and retention of key personnel; and facilities management
9. Ability to manage multiple tasks and to develop solutions to problems with limited supervision
10. Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.

Relationships:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club Members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools, member's parents and other to assist in resolving problems.

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.