



Job Description

TITLE: SITE DIRECTOR - Auburn Elementary Extension

REPORTS TO: DIRECTOR OF PROGRAMS

**JOB CLASSIFICATION: FULL-TIME REGULAR HOURLY NON-EXEMPT
40 HOURS PER WEEK STARTING AT \$23.00/HR**

PRIMARY FUNCTION:

Under the supervision of the Director of Programs, directs and manages the overall daily operations of the designated site for program management, member support, personnel management and leadership, fiscal management, facility maintenance, and public relations. Must be cooperative, knowledgeable, friendly, and able to create a safe and collaborative environment. Must abide by and support the Club's mission to inspire and enable all young people, especially those who need us most, to reach their full potential as caring, productive, and responsible citizens.

KEY ROLES - ESSENTIAL JOB RESPONSIBILITIES:

Program Management

Plans, organizes, directs and manages the overall program.

- Ensures that program evaluations and annual written analysis of member needs and interests are conducted and completed.
- Assists in the development, implementation, and evaluation of program objectives.
- Oversees the development and implementation of all programs including summer programs, community service projects, and field trips.
- Coordinates delegation and implementation of special events and projects.
- Assures that all programs comply with policies, procedures, and insurance requirements.

Personnel Management

Assists with recruitment, interviewing, hiring, training, supervision, motivation, evaluations and dismissal of employees.

- Establishes annual performance goals for individual staff.
- Makes recommendations to Director of Programs for final staffing decisions.
- Assures that all staff abide by and carry out the policies, procedures, and management plans of the organization.

Facility Management

Oversees the maintenance and operation of the physical property and equipment of assigned site.

- Conducts safety evaluation of site and equipment and makes recommendations for repairs, upgrades, etc.
- Ensures that the site is clean, well-maintained, and attractive at all times.
- Maintains all recreational property, equipment and facility supplies and inventory.

Fiscal Management

Fulfills all administrative functions in a timely and comprehensive manner.

- Manages operations within approved budget and grant budgets.

Public Relations

Actively engages parents and families of youth members in Club programs and activities.

- Develops and maintains relationships with staff, volunteers, and parents/guardians to manage behavior, disciplinary and health issues and recognize members for good work.
- Seeks out program partners in the community and establishes strong collaborations with youth- serving organizations and agencies, as directed.
- Represents Club programs and needs in the community through speaking engagements and participation on community boards, as directed.

Other Duties

Abides by the Boys & Girls Club of Placer County policies and procedures.

- Attends local trainings and workshops in the field.
- Attends staff meetings and other Club sponsored events.
- Provides quality customer service by meeting and greeting the public, parents, members and outside groups entering the facility.
- Abides by Federal and State Laws.
- Involves self with community collaborative organizations.
- Performs other duties as assigned by the Director of Programs.

REQUIREMENTS:

- Pass FBI and DOJ background check.
- Negative TB test.
- CPR and First Aid certification (offered annually)
- Valid State Driver's License.
- 4-year college degree in Recreation, Child Development or equivalent experience in youth development field. (If hired based on equivalent experience, successfully completes a Proficiency Test)
- Strong communication skills, both oral and written.
- Ability to deal effectively with members including motivating, discipline problems and incentives.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Regularly required to lead physical fitness and recreation programs.
- Regularly required to reach with hands and arms; use hands to finger, handle, or feel; and to talk and hear.
- Regularly required to walk, stoop, kneel, crouch or crawl, stand, and sit.
- Frequently required to lift and/or move up to 10 pounds and occasionally required to lift and/or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, depth perception, and ability to adjust focus.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this position.

Job Type: Full-time

Salary: From \$23.00 per hour

Expected hours: 40 per week

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Work setting:

- Development center
- In-person
- School

Ability to Relocate:

- Auburn, CA 95603: Relocate before starting work (Required)

Work Location: In person