



BOYS & GIRLS CLUBS
OF SPOKANE COUNTY

Title: Site Director
Supervisor: Programs Director
Status: Full Time, Hourly, Non-Exempt employee
Salary: \$19.00/hour
Benefits: Medical, Dental, Vision, Short Term Disability, Long Term Disability, Life Insurance, Retirement

How to apply: Please email application, cover letter, and resume directly to Chief Operations Officer Sarah Wallace - swallace@bgcspokane.org

Job Summary:

The Site Director provides an optimal Club experience which aligns with BGCSC's mission and vision. With guidance from the Director of Program, the Site Director directs and manages overall year-round operations of the Clubhouse with primary concern for:

- A comprehensive outcome driven program and service delivery.
- Assisting in recruitment, supervision and development of club staff and volunteers
- Recruitment and community engagement with schools for increasing new members.
- Membership Administration.

Required Qualifications:

- At least 21 years of age
- Bachelor's degree, with emphasis in a youth development-oriented field, or equivalent years of experience
- At least 2 years management or supervisory experience in a recreational, youth development setting.
- Proven experience and working knowledge with managing human resources, financial procedures and program facilities.
- Strong communication skills, both oral and written
- Must be able to focus on multiple tasks, utilize information technology for workplace and program purposes, effectively manage disciplinary challenges, problem solve with limited supervision and work with a variety of audiences ranging from kids and teens to parents, program partners and community leaders.
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources, and attending meetings in an effective and timely manner.

Job Duties

- **Program Development** – responsible for year-round development, implementation and evaluation of Club program and activities that prepare youth for success and create a Club environment that facilitates achievement of critical outcomes.
 - Ensures coordination and completion of routine and strategic planning tasks for year-round programs.
 - Fosters an environment amongst the Club staff team for new program creation that can deepen impact and meet member needs and interests.



- Embraces and directs year-round program evaluation/measurement, including the Club's involvement with the CQI initiative and BGCA's Formula for Impact.
 - Assures special activities and events are effectively planned and carried out, including holidays/celebrations, guest/partner presentations and programs and collaborative projects.
 - Maintains accurate program data and reports on results in a timely manner.
 - Provides guidance, support and feedback for program partners, and ensures sound communications and working relationships, effective utilization of shared resources and ongoing efforts to ensure mutual knowledge and planning.
- **Youth Membership and Recruitment** – the Club Director is the main recruiter and retainer of the Club's youth membership. As such, the Club Director is responsible for:
 - **Afterschool Program Recruitment** - planned, active year-round recruitment throughout the Club's geographic reach- at least 2 hours per week. Site Directors will recruit 20% of new members for the after-school program equating to about 80 new kids a year.
 - **Summer Camp Recruitment** - planned, active summer recruitment throughout the Club's geographic reach- included in the 2 hours per week. Club Directors will recruit 20% new members for the summer camp program equating to about 40 new kids a year.
 - **Registration and customer service** – Assists in front desk needs, oversee staffing, and reliability provides a consistently positive experience for each member, parent, and visitor.
 - **Retention** - intentional methods which promote retention and renewal of memberships. Club Directors will retain 80% of current club members in the next school year.
 - **Progression** - strategic steps, activities and methods are in place to progressively serve youth as they enter and navigate their teen years.
 - **Recognition** - the Club demonstrates a strong command of all members' names and unique characteristics. Widespread year-round recognition of member participation and achievement is evident and is a priority throughout the Club, including a timely, organized Youth of the month recognition.
 - **Member Discipline** – the Club Director is responsible for interpreting and assuring consistent interpretation of rules and procedures.
 - Monitors disciplinary resolutions between the Club's staff team, members and their parents/guardians.
 - **Data Management** – the Director ensures timely, daily processes for complete, accurate collection, compilation, privacy and utilization of member data for registration and participation, financial requirements and reporting. As such, the Director:
 - Oversees effective use of the organization's data tracking program for the Club's members, including effective training of authorized Club staff and coordination with administrative staff.
 - Oversees membership and program data collection and input.
 - Reports on membership and program data for administrative purposes, including grants, program initiatives and BGCA.



- Regularly assesses member data and trends with Club staff, and proactively proposes, develops/modifies, and implements initiatives in response to findings.
 - Collects and monitors expirations on all required training certificates; FA/CPR, Duty to Report, Abuse and Risk Management, Keeping the Boys & Girls Club Safe, and Food Handlers.

- **Facility Management** - the Site Director is the primary staff member with responsibility for condition of the Clubhouse, working directly and alongside the Director of Program or school district officials. As such, the Site Director ensures a healthy and safe environment, utilizing and maintaining facilities, equipment and supplies effectively and responsibly and making sure the facility is always presentable.

- **Kitchen**- the Site Director will assist in kitchen duties as needed including but not limited to:
 - Cooking/serving daily meals in coordination with OSPI Food Service regulations.
 - Oversees daily meal/snack service

- **Budget and Resource Management** – the Site Director manages the financial resources that are budgeted and available for program and staff expenses.
 - Works with the Director of Program to develop the annual operating budget and corresponding revenue and expense plans and projections.
 - Expenses and purchasing adheres to BGCS financial policies, procedures and limitations.
 - Club program receipts, most likely in the form of membership and program fees, are collected, recorded, safeguarded and submitted following BGCS financial procedures.
 - The Club’s program equipment, inventory, properties, and other assets are safeguarded and accurately inventoried. All disposal follows BGCS policies and procedures.

- **Staff and Volunteer Management & Development** – the Site Director maintains a year-round focus on the Club’s human resources, which includes the Youth Development professionals (YDP’s), volunteers and community service/practicum/intern students. As such, the Director is responsible for:
 - Leadership, supervision and guidance for the Club’s core group of staff, which includes regular, organized communication and development activities at both the team and individual levels.
 - Participation with, and implementation of, year-round training modules and activities, including individualized staff and personal support to ensure ongoing enhancement of knowledge and skills including but not limited to monthly safety/Emergency training.
 - Assures ongoing feedback regarding performance for each staff member, including interim and annual reviews.
 - Assists timely recruitment and hiring of each regular staff position upon vacancy, and ensures an organized, advanced approach to seasonal needs.



- Organized scheduling and tracking to always ensure adequate levels of staff and to streamline substitute needs and timesheet verification.
- Maintains familiarity with, and adheres to, BGCSC employee policies and procedures always and seeks timely assistance with interpretation.
- **Marketing and Community Relations** – the Site Director demonstrates the importance of year-round efforts to market the Club and to maintain positive relations throughout the Club’s geographic reach. Working directly with the Director of Resource Development, this is done through:
 - **External Marketing and Outreach**
 - Distribution of program/event fliers
 - Serves as key Club liaison to local neighborhood schools and community centers.
 - Builds and maintains relationships with youth-serving agencies.
 - At all times responds professionally and in a timely manner to community interest, concern and contribution and involves the COO, or others as appropriate.
 - **Internal Club Relations**
 - The Club’s outdoor and indoor environment always exhibits a positive image, including updated decorations, signs, posters and bulletin boards.
 - The Site Director’s office and staff personal work areas are maintained in an orderly, professional manner.
 - Assures effective in-house promotion of regular, monthly and seasonal programs and special activities and events to assure all Club attendees have awareness of year-round opportunities.
 - Assures mandatory parent orientations are scheduled, well-developed and uniformly attended to inform and engage adequately.
 - Plan and implement at least 4 community nights by offering opportunities for parents, family and neighborhood engagement with Club programs and activities.

Physical Aspects of the Position:

- The ability to see, hear, sit, mobility to stand, walk, run, reach and bend, twist, stoop, able to lift. at least 40 pounds, climb stairs, hand dexterity to grab small objects.
- Endurance to maintain consistent and effective supervision of members with a positive attitude.
- May be required to stand for long periods of time.

Working Conditions:

The Site Director will spend time at their assigned Club to provide guidance and support to staff members and volunteers, and program partners. The Site Director must be on site during club hours: Afterschool 2:30-6pm and summer, a shift between the hours of 7am-6pm. Working from home will not be permitted.

Weekly Reportables and Expectations:

- 4 hours/week spent with Behavioral Support Specialist and/or other Site Directors, other staff



- 12 hours/week hours program planning of daily program, community nights, trainings, shopping
- 3 hours/day with club kids = 15hrs (3hr per day, rotating clubs during the week)
- 6 hours training staff, zoom meetings, parent orientations, paperwork.
- 10 hours outreach
- **Accountability:**
- All meetings must be scheduled with the Director of Program optional at all on outlook calendars.
- Training/zoom/paperwork includes monthly meetings with Director of Program, staff training sessions, parent orientations, paperwork (including journaling, mandated grant reporting, etc.).
- An outreach journal that includes times, locations, activities, grades/information on group served, number of youth served, number of adults served (when applicable) will be due weekly.
- Planning hours include community nights, engagements and outreach, materials that connect the community with resources, etc. All printed or distributed materials must be approved by the Director of Program and Director of Resource Development.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE STATED JOB RESPONSIBILITIES

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

The Boys & Girls Clubs of Spokane County complies with related Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Additionally, the Boys & Girls Clubs of Spokane County adheres to applicable Washington State laws and does not discriminate on the basis of creed, citizenship or immigration status, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.