



## **JOB DESCRIPTION**

**TITLE:** Program Director  
**DEPARTMENT:** Program  
**REPORTS TO:** Unit Director  
**SUPERVISES:** Program Specialists, Program Aides, Jr. Staff, Volunteers

## **JOB SUMMARY:**

Directs the overall operation of all programs in a specific branch, with primary concern for the program of activities. Plans, develops, implements, coordinates and supervises programs and program staff, and performs related administrative duties.

## **MAJOR RESPONSIBILITIES:**

1. Establishes and maintains a program setting which insures the health and safety of members, ensures members understand and follow standards of programs; that program areas are safe, well ventilated and well lit; and the equipment is maintained in good working condition. Orders, maintains and ensures proper storage of equipment and supplies for program area(s).
2. Develops and fosters a positive climate for youth development based on the mission and goals of the Boys & Girls Clubs of America. Ensures that members actively participate in a variety of programs and activities; seek advice and guidance from staff about problems; and receive caring, respect and recognition for their efforts.
3. Plans and oversees the administration of programs and activities that support the Boys & Girls Clubs movement's "Youth Development Strategy" and Formula for Impact. Establishes objectives consistent with the organizational goals and mission. Evaluates programs on a continual basis and ensures programs and activities address the gender and cultural diversity of members.
4. Implements and directs daily programs and activities in one or more program and/or priority outcome areas. Ensures that members are encouraged to participate in a variety of program areas and activities and receive instruction and constructive feedback to develop skills in program area(s). Demonstrates leadership to assure conduct, safety and development of members.
5. Oversees guidance services to members to assist them in making appropriate and fulfilling choices in educational, personal, physical, social, emotional, vocational and spiritual needs.
6. Manages administrative functions of program area(s) and assigned resources. Insures proper record keeping and reporting including activities and events conducted, breakdown of daily participation figures, notable achievements and any problems or issues. Oversees programs within established budgetary guidelines.
7. Recruits, recommends selection, and trains staff and volunteers. Organizes and participates in weekly branch staff meetings.
8. Promotes and markets programs to members by posting a daily schedule, announcements of upcoming events and dissemination of timely information for the

development of advertising and promotion through mailings, fliers, and media.

9. Maintains close daily contact with club staff, club members, supervisor and volunteers to receive/provide information, discuss issues, understand guidelines/instructions, instruct, and advise/counsel.
10. Maintains contact with external community groups, schools, parents and others to assist in problem solving, collaboration, and community mobilization.
11. Manages the operation of the Branch in the absence of the Unit Director.
12. Performs other duties as assigned.

**SKILLS/KNOWLEDGE REQUIRED:**

- Four year degree from an accredited college or university, or equivalent experience preferred.
- A minimum of two (2) years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Demonstrated organizational and project management abilities.
- Strong communications skills, both written and verbal.
- Ability to recruit, train, supervise, motivate and retain staff.
- Group leadership skills, including an understanding of group dynamics.
- Mandatory CPR and First Aid Certifications
- Valid Driver's License (if applicable)

**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.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Chief Professional Officer