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## Director of Programs

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PERFORMANCE PROFILE SOURCE: Executive Professional

DEPARTMENT: Program

REPORTS TO: Chief Executive Officer

FLSA STATUS:  Exempt Full-Time

SALARY: \$51,233 - \$81,839 annually

**PRIMARY FUNCTION:**

This is an exciting role reporting to the CEO. The Director of Programs is ultimately responsible for the organization's day-to-day program activities and program personnel (Specialty YDPs, General YDPs, Program Coordinators, and Program Volunteers). The Director of Programs provides leadership to the strategic planning process and implements strategic initiatives related to Program Services, as it pertains to program development (design and planning), implementation (delivery and evaluation), and program budgeting.

The Director of Programs sets the expectations to ensure a high-quality Club experience for all BGCWV members across the West Valley. They establish the goals and objectives for each of the five core areas (Education, Arts, Leadership & Service, Sports & Recreation, and Health & Wellness). This includes selecting the curriculum that is being disseminated, evaluating the programs, and establishing the weekly, monthly, and annual calendar with each Site Coordinator/Unit Director.

The Director of Programs is responsible for leading the organization's Continuous Quality Improvement (CQI) deliverables in collaboration with the Director of Operations. The Director of Programs will work with the Program Board Committee to help develop further support and understanding throughout the community we serve.

**KEY ROLES:**

Leadership

1. Leads the development and implementation of program infrastructure, in relation to the needs, interests, and available resources at each site to facilitate the achievement of program goals.

Strategic Planning

1. Evaluates the overall program effectiveness on the basis of participation and achievement of stated goals for the year by each site in partnership with the Principal.
2. Recommends modifications to improve program performance, as appropriate.



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Board Development

1. Supports the Board's Program Committee Chair

Resource Management

1. Coordinates program budgets in collaboration with the Director of Operations, Chief Philanthropy Officer, CEO, and Accountant/Bookkeeper.
2. Responsible for monitoring expenditures as it pertains to program initiatives and management of grants or funding to further the mission of the Club.
3. Provides guidance to Site Coordinators/Unit Directors to manage observations and performance reviews of the YDP on their staff team. Directly conducts the observations and performance reviews of all specialty staff and volunteers to ensure they can achieve success in the agreed-upon goals. These should be conducted at the end of each program segment (i.e. July/August, November/December, and May/June).
4. Provides technical assistance in program curriculum design, adaptation, community relations to engage volunteers, and program execution at all sites.
5. Plans and trains program staff in the curriculum that they are to use from BGCA or other to ensure all program staff and volunteers are well versed in the materials ahead of time.

Partnership Development

1. Develops collaborative partnerships with other youth-serving organizations throughout the community, to grow and advancement of our program services through collaboration where possible.

Marketing and Public Relations

1. Participates in activities to maintain good public relations for our Club programs, services, and activities.
2. Collaborates with our Marketing & PR team to ensure proper and timely communication with member families of programs being offered weekly, monthly, etc. This includes but is not limited to flyers, program calendars, our website, e-newsletters, and social media.

**LIST OF DUTIES**

Program Staff Development

- Weekly pulse check with program staff
- In collaboration with program staff, develop and implement a recognition program for members
- Coordinate, monitor, and conduct program staff training
- Collaborate with Director of Operations for Monthly Site Coordinator meetings



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- Conducts weekly and/or monthly site visits
- Collaborates with the onboarding of new program staff members

### Program

- Set annual program goals (July - June)
- Develop/maintain relationships with community partners
- Lead program events (Talent Shows, Cooper Reading Challenge, Youth of the Year, and Future Ready Graduation)
- Ensures our programs have a DEI initiative filter
- Youth Centered Learning:
  - Education
    - Cooper Literacy Programs (Book Clubs, Read Across America, Book2Movie, Cooper Reading Challenge, ESL support, etc.)
    - Future Ready - Workforce Development, Graduation
    - STEM for Elementary, Middle School, and High School programs
  - Health & Wellness
    - SMART Girls and Passport to Manhood for Elementary, Middle School, and High School.
    - Smart Dates for Middle and High School Teens
  - The Arts
    - Drama Matters
    - Fine Arts
    - Photography
    - Music
    - BGCA National Fine Arts Contest
  - Leadership & Service
    - Torch Club for Middle School Students
    - Keystone Club for High School Students
    - We Own Friday-Teen Nights
  - Sports & Recreation
    - Psychomotor Programs as community outreach
    - Triple Play

### Grant Program Reporting

- Ensure the attendance for all programs are kept accurately by staff and volunteers
- Establish pre- and post- evaluations of subject matter to share knowledge growth
- Complete reports that are required in collaboration with Chief Philanthropy Officer

### Budgetary Management

- Seek ways to purchase program supplies in bulk for cost savings
- Tracking program supplies and equipment in collaboration with Site Coordinators



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- Provide monthly expenditure reports to the Finance Committee

### Continuous Quality Improvement (CQI)

- Collaborate with the Director of Operations in the implementation of the National Youth Outcome Initiative (NYOI) by BGCA for members at each site.

### **ADDITIONAL RESPONSIBILITIES:**

1. Collaborates with the Director of Operations, HR, and CEO for recruitment needs, program staff member and volunteer relations, compensation and benefits, onboarding and training, and recognition as it pertains to program staff.
2. Assist in fundraising for specialty programs throughout the year as needed.

### **RELATIONSHIPS:**

#### Internal

Maintains close contact with assigned staff members and others to provide technical assistance in all matters of program services and delivery; interacts regularly with the Chief Executive Officer and the Director of Operations, as well as any assigned Board members and Committees; collaborates with the philanthropy team to support the acquisition, reporting, and retention of funds; collaborates with the director of operations as needed for program expansion or closures.

#### External

Maintains contact with external community groups, school principals, and others to advance our Club's mission by selecting programs that benefit the communities we serve across the West Valley.

### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree from an accredited college or university in the area of Education or Counseling. Master's preferred.
- A minimum of three years of work experience managing and supervising others with at least two years of classroom program delivery experience, and non-profit experience preferred.
- Considerable knowledge of the mission, objectives, policies, programs and procedures of Boys & Girls Clubs of America; as well as the principles and practices of non-profit organizational management.
- Demonstrated ability to organize, direct, and coordinate others;
- Personnel supervision, recruitment, and retention
- Budget management knowledge
- Strong communication skills, both verbal and written. Spanish is preferred.



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- Ability to manage multiple tasks and develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with all Club staff members, Club Board members, community groups, volunteers, and other related agencies.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*This role requires in-person work with minimal remote work options. You will be required to travel at times to perform the duties and responsibilities of the job. You may need to lift materials at times and should be able to manage 30-50 lbs. We are an equal opportunity employer but all staff must pass a background check before an offer can be finalized.*

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

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

**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.*

For Office Use Only		
Hire Date: _____	Hire Rate: _____	90-day evaluation: _____
Approved by: _____		
CEO		Date
Entered into BBSI: _____		
HR Manager		Date