



**BOYS & GIRLS CLUB**  
OF LAWRENCE COUNTY

## **Mitchell Site Director Position**

### **Job Details:**

**Pay:** \$21 an hour

**Job Type:** Part-time, 25 hours per week

**Benefits:** 401(k)

**Work Location:** Lawrence County

**Work Remotely:** No

### **Qualifications:**

- Youth Development: 3 years (Preferred)
- Bachelor's Degree (Preferred)
- First Aid Certification (Preferred)
- CPR Certification (Preferred)

### **Full Job Description:**

#### **General Responsibilities**

The Boys & Girls Club of Lawrence County (BGCLC) Site Director will provide effective and efficient overall management of one of the 4 Site locations in Lawrence County. The Site Director will partner with all staff, community, volunteers, and member families to produce and sustain a safe and secure environment for all members, which is educationally motivating.

#### **Essential Tasks**

Plan, organize, oversee, and supervise all Club programs, including small group, large group, individual, and community-based activities across the core program areas.

- Ensure programs address the developmental needs, interests, and characteristics of members.
- Ensure programs utilize effective youth development strategies.
- Review program plans and goals with staff and school administration monthly.
- Promote and ensure safety of all members, staff, volunteers, and visitors at all sites.
- This includes an environment that is physically and emotionally safe along with other safety aspects of day-to-day programming.
- Promote interest/knowledge in Club activities through various community outreach efforts.
- Direct program planning, grants, and curriculum development in conjunction with Chief Professional Officer, Director of Impact, Program Director, and other pertinent constituents.

- Direct parent/guardian/family relations component to ensure clear, consistent communication, foster ownership and demonstrate mission congruency.
- Provide leadership, training, supervision, evaluation, and support to program staff, volunteers, and interns.
- Respond in an appropriate and timely fashion to all written and electronic requests for information.
- Identify and oversee appropriate professional development opportunities for Club staff.
- Identify and implement strategic team building activities for Club staff.
- Ensure thorough documentation, fair and unbiased application, and timely reporting of all incidents and issues, both those involving staff, volunteers/interns, and members/families.
- Conduct all human relations matters with the utmost care, compassion, and confidentiality.
- Lead by example as a professional, role modeling boundaries, fitting attire, and appropriate social conduct.

### **Knowledge, Skills and Qualifications**

A bachelor's degree in Human Services, Social Sciences, Education, or related field is preferred. CPR certification is preferred. Minimum of 3 years in demonstrated success of youth development, programming, education, teaching, coaching, mentoring, counseling, training, or related professional activity. Ability to communicate orally, electronically, and in writing with diverse groups, various constituencies, and at all organizational levels, have strong organizational, planning, and follow through, in addition to strong computer skills is preferred.

Must be physically and mentally able to perform essential functions. Sufficient physical strength and energy is required to effectively engage in activities with children, and support/sustain the physical environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to move, walk, run, bend, reach, stoop in the delivery of member care.
- Ability to frequently lift, carry, push, and pull up to 20 lbs.
- Ability to handle hazardous/infectious waste; work where chemicals are used for cleaning; work where mechanical and electrical hazards, environmental dust, mist, and/or steam are occasionally present.
- Candidate must have satisfactory driving record, valid driver's license, reliable transportation, and liability insurance for operation of a motor vehicle relevant to carrying out duties and to be covered under company insurance. Employee must be 21 years old.
- Must be able to pass all required background screens and drug screens at any time.
- Must be able to obtain CPR and First Aid certification.
- Must have manual dexterity to dial a telephone and enter data into a computer terminal.
- Must be able to see and read a computer screen and printed material with or without vision aids.
- Must be able to hear and understand speech at normal levels.