



**VACAVILLE NEIGHBORHOOD  
BOYS & GIRLS CLUB**

**OPEN POSITION**

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**TITLE:** Program Director

**DEPARTMENT:** Operations

**REPORTS TO:** Director of Operations

- Exempt Non-Exempt

**OVERVIEW:**

The Program Director is responsible for overseeing the planning, development, implementation and evaluation of a specific program for youth between the ages of 6 and 18 within the organization. Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. The Program Director also provides leadership and supervision to assigned program and volunteer staff; manages budgets and controls expenses as assigned.

**RESPONSIBILITIES:**

*Prepare Youth for Success*

1. Plan and oversee the administration of designated Clubhouse/School site programs and activities that support Youth Development Outcomes:
  - Establish Club program objectives consistent with organizational goals and mission.
  - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
  - Ensure that members, especially tweens and teens, are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
  - Demonstrate leadership to ensure proper conduct, safety and development of staff and members.

*Program Development and Implementation*

1. Establish and maintain Clubhouse program goals and settings to ensure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that Club equipment is maintained in good working condition.
2. Ensure the evaluation of Club programs on a continual basis, including tracking outcome metrics; verify that programs/activities respond to member needs and address their gender and cultural diversity.

3. Stay ahead of program trends and introduce new offerings to Sites.
4. Control Clubhouse program and activity expenditures within approved budget.
5. Attend meetings in the youth development industry and seek collaboration.

### *Supervision*

1. Allocate and monitor work assigned to program staff and volunteers, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
2. Track and approve program calendars from Site Directors.
3. Oversee proper record keeping and reporting, including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.
4. Ensure productive and effective performance by all program staff and volunteers.

### *Marketing and Public Relations*

Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases. May attend community events with Club members.

### **ADDITIONAL RESPONSIBILITIES:**

1. May oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member and branch issues.

### **QUALIFICATIONS**

- Four-year degree in related field from an accredited college or university, or equivalent experience
- A minimum of three years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics
- Demonstrated organizational, staff and project management abilities
- Mandatory CPR and First Aid Certifications

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT/SCHEDULE:**

1. Must be able to lift 10lbs or more.

2. Must be able to be on your feet for more than 4 hours
3. Willing to travel between the sites
4. Typical Monday to Friday schedule with occasional weekends.
5. General day shift, business hours with occasional evenings.
6. Work may be in multiple locations (events and meetings)

**THIS JOB IS IDEAL FOR SOMEONE WHO IS:**

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture
- Achievement-oriented -- enjoys taking on challenges, even if they might fail
- Autonomous/Independent -- enjoys working with little direction
- Innovative -- prefers working in unconventional ways or on tasks that require creativity
- High stress tolerance -- thrives in a high-pressure environment

**COMPENSATION & BENEFITS**

Starting at \$27 hourly - benefits package available after 90 days

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off (after 1 year)
- Flexible schedule
- Professional development assistance/training

**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 position.

**Please submit** your resume and cover letter to:

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