



## VACAVILLE NEIGHBORHOOD BOYS & GIRLS CLUB

### POSITION DESCRIPTION

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**TITLE:** Site Supervisor (SS)  
**PROFILE SOURCE:** Mid Management Professional  
**DEPARTMENT:** Programs  
**REPORTS TO:** Director of Operations

√ Non-Exempt                      Exempt

#### **PRIMARY FUNCTION:**

Directs/manages overall daily operations of the designated Clubhouse/school site with the primary concern for programs and service delivery, supervision and mentoring of staff, facilities management, community relations and membership administration. Monitor and improve the academic performance of our Club kids by way of tracking and recognition.

#### **KEY ROLES (Essential Job Responsibilities):**

##### Leadership

1. Supervise Youth Development Professionals to implement and execute approved programs that prepare youth for success
2. Create a Club environment that facilitates achievement of Youth Development Outcomes.
3. Ensure operating policy and procedures are followed.
4. Track and report attendance of Club member. Provide relevant data when necessary or requested.
5. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
6. Recruit and maintain volunteers.

##### Strategic Planning

1. Plan or develop, implement and evaluate overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.

##### Resource Management

1. Manage and control expenditures against budget.
2. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups. Ensure compliance with organization policies.
3. Recruit, manage and provide career development opportunities for site staff and volunteers. Participate in regular Site Supervisor and staff meetings.

##### Partnership Development

1. Develop partnerships with parents, community leaders and organizations.
2. Attend regularly scheduled meetings with school administration as outlined.

### Marketing and Public Relations

1. Increase the visibility of programs, services and activities within the Club and the community.

### **ADDITIONAL RESPONSIBILITIES:**

1. Purchase or approve purchase of supplies and equipment.
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. Assume other duties as assigned.
5. May be required to participate in special programs and/or events.
6. May be required to drive Club van.

### **RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information.

**External:** Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

### **KNOWLEDGE/SKILLS REQUIRED**

- 2 year degree is preferable or equivalent experience
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Competence in utilizing technology to maximize workplace efficiency and youth development programming
- A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders
- Energetic and enthusiastic
- Strong communication skills, both oral and written
- Ability to motivate and energize youth
- Ability to deal effectively with Members including discipline problems
- Demonstrated ability in working with young people and parents
- Child & Adult CPR & First Aid Certifications
- NCLB Certification
- Valid driver's License
- Spanish speaking preferred

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

1. Must be able to lift 10lbs or more.
2. Must be able to be on your feet for more than 4 hours.

### **HOURS**

*School Year* – must be available Monday through Friday from afterschool hours until 6pm.

*Summer* – must be available Monday through Friday from 8:30am to 1:30pm or 1:00pm to 6:00pm.

*Trainings & Meetings* – additional evening or weekend hours as mandated

### **HOURLY PAY**

**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.