



**BOYS & GIRLS CLUB
OF MICHIGAN CITY**

JOB DESCRIPTION

Job Title: Program Leader
Reports To: Site Leader
FLSA Status: Non-exempt (Part-time)
Approved Date: 12/18/15

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided in within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education. Abide by and support the Club mission, to inspire and enable all young people to reach their full potential as caring, productive and responsible citizens.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - promote and stimulate program participation;
 - register new members and participate in their club orientation process;
 - provide guidance and role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare activity reports.

Supervision

4. Ensure a productive work environment by participating in weekly branch staff meetings.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events (i.e. SMART Moves, SMART Decisions, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

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

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED equivalency required.
- Relevant work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people preferred.
- Knowledge of youth development.
- Ability to work with youth and families.
- Ability to work evenings.
- Ability to work effectively with Club staff, organizations, community groups and individuals.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements: Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day to day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at one of the Boys & Girls Club of Michigan City Club Sites. The noise level in the work environment is usually moderate to loud.

Boys & Girls Club of Michigan City is an equal opportunity employer and does not discriminate in the recruitment, employment, promotion, or transfer of qualified personnel, or in the administration of personnel practices based upon age, sex, race, ethnicity, nationality, handicap, or religion.

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.

I have reviewed this job description with my supervisor, and I understand the job requirements and responsibilities.

Signed by: _____
(Employee) (Date)

Approved by: _____
(Executive Director) (Date)