

For over a century, the Boys & Girls Club of Manchester has been inspiring, encouraging, challenging, creating opportunities for kids throughout the Manchester community. We seek leaders and innovators as we are guided by our mission to reach out to all youth, especially those who need us most, inspiring them to realize their full potential as productive, responsible, and caring individuals.

The successful applicant will be responsible for the organization and implementation of a comprehensive Performing Arts program based out of the Union St. Clubhouse's Performing Arts Center.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Direct and assess the organizations performing arts program needs and develop a comprehensive program in cooperation with the club's other direct program staff.
- Supervise assigned part-time program assistants assuring that the Club's performing arts program goals and objectives are met.
- Ensure that the effective measurement of outcomes related to the Performing Arts Program is completed each year including ensuring that activity participant scanning requirements are met.
- Provide program leadership to ensure that the goals and objectives of the program are met.
- Develop and foster a positive climate for youth to ensure that all members actively participate in a variety of programs/activities, feel open to seek advice/guidance from staff in regard to problems; and receive care, respect and recognition for their efforts. Provide additional guidance to members in instances where more in- depth behavioral modifications are needed.
- Participate, in conjunction with the Union St. Program Director, to manage the expenditures of the program budget, within the established financial guidelines of the organization.
- Promote and market programs to members via posting of daily schedules, announcements of upcoming events, etc.
- Perform other program and operational tasks to meet overall goals and needs of the organization including bus-driving responsibilities when needed.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Perform other duties as assigned.

### **JOB QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

- High School diploma or equivalent required and Bachelor's degree in Performing Arts, teaching or related discipline preferred and 1-3 years' experience in the performing arts field and working with youth in a school, alternative school, recreation, summer camp or after school program setting. Experience may be substituted for a lesser educational degree.
- Knowledge of instructional curriculum design and related materials with ability to plan, implement and supervise quality performing arts programs for youth.
- Must be at least 21 years old with a valid driver's license and clean driving record, with the ability to obtain a CDL-B bus driver's license with a passenger endorsement within one year of hire and drive daily routes as required by the organization.
- Must obtain and maintain mandatory CPR and First Aid Certifications
- Proficient in MS Office Suite including MS Word, Excel, PowerPoint and Outlook.
- Consistently display strong communication and interpersonal skills in a customer friendly approach.
- Strong written communications and budget management skills required.
- Ability to be flexible with base hours as assigned to ensure coverage of all open hours of operation of the Union St. Clubhouse, school-based Extensions, and summer day camp program hours.
- Bilingual, Spanish preferred.