



POSITION DESCRIPTION

JOB TITLE: SCHOOL-BASED SITE DIRECTOR
PAY TYPE: EXEMPT NON-EXEMPT
STATUS: FULL-TIME PART-TIME
REPORTS TO: ELEMENTARY DIRECTOR

JOB SUMMARY

The Boys & Girls Club of Manchester seeks a School-Based Site Director to run our after-school program. This position is responsible for direct program leadership, including managing and overseeing the Boys & Girls Club of Manchester's state-licensed after-school program operated directly within the assigned elementary school. Supervise and administer the program and program staff's planning, development, and implementation. Work closely with the school administration concerning the sharing of program space and the utilization of the school.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Lead the development, implementation, and evaluation of an overall program that maximizes the use of available resources, achieves organizational goals, and is consistent with the Boys and Girls Club approach to Youth Development while ensuring the health and safety of the members.
- Responsible for assisting with the license application process for their school-based program and ensuring that ongoing standards are met to maintain licensing. Provide direct service to the members as needed.
- Provide oversight and assistance to developing, implementing, and evaluating licensed school-based extensions.
- Responsible for ensuring that the effective measurement of outcomes related to the membership of their school-based program is completed each year. This includes tracking member grades, school attendance, graduation rates, and time spent in physical fitness activities.
- Develop and foster a positive climate for youth development - ensuring that members: actively participate in various programs/activities; feel open to seeking advice/guidance from staff regarding problems; and receive care, respect, and recognition for their efforts. Provide additional guidance to members when more in-depth behavioral modifications are needed.
- Administer an effective member behavior management system ensuring proper documentation by all supervised staff and work with the Director of Behavioral & Family Services with respect to member referrals for additional service or guidance.
- Participate in interviewing and selecting lead teachers and support staff for their school-based program.
- Train, supervise, and evaluate site staff's performance to ensure that they develop the skills needed to meet job expectations. Ensure that all program staff meet training standards as outlined in licensing standards.
- Prepare an annual budget for the program and, upon budget approval, manage the sites' expenditures within the set financial guidelines.
- Oversee the daily maintenance and operations of the physical property and equipment at the site as required by the school administration and serve as the direct liaison between the Boys & Girls Club of Manchester and the school administration.
- Promote and market programs and services to members via posting daily schedules and announcements of upcoming events and disseminating timely information for developing advertising and promotion through mailings, flyers, and media.
- Responsible for managing all administrative functions for the site's programs, activities, and services, including the proper record keeping and compiling statistical data reflecting all activities, attendance, and participation.
- Responsible for the administration of financial matters with respect to payment for services by program participants and working with the administrative staff on the billing and collections process.
- Meet with parents of program participants as necessary to discuss any concerns brought forth by the parent or the program staff.

- Performs supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include safety, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- 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 Early Childhood Development or related discipline preferred and a minimum of 1-3 years' experience working with youth in a direct services role. Experience may be substituted for a lesser educational degree.
- Must meet licensing standards for the State of New Hampshire school-age programs as program director.
- Bilingual, Spanish preferred.
- Must be at least 21 years old.
- Must obtain and maintain mandatory CPR and First Aid Certifications
- Valid driver's license and clean driving record.
- Ability to pass background and criminal background screening.
- Proficient in MS Office Suite, including MS Word, Excel, PowerPoint, and Outlook.
- Ability to manage expenses and maintain a budget.
- Consistently display strong communication and interpersonal skills in a customer-friendly approach.
- Demonstrated ability to work with young people, parents, and colleagues.
- Ability and willingness to mentor and help others learn and succeed.
- Strong written communication skills are required.
- Ability to consistently remain calm, focused, and professional in a large group and/or high-stress situation caused by conflict, difficult members, or parents.
- Ability to be flexible with base hours as assigned by the Chief Operating Officer to ensure coverage of all open hours of operation of the Union St. Clubhouse and school-based Extensions.
- Ability to be flexible with summer day camp program hours, if offered.
- Ability to be involved in direct member service during the school vacation camp programs. It is understood that completing organizational goals may require work beyond the normal work hours throughout the year.
- Ability to be flexible with summer day camp program hours.
- Ability to be involved in direct member service during the school vacation camp programs.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Job requires some physical activities including but not limited to, stooping, kneeling, crouching, crawling, reaching, standing, walking, running, lifting, fingering, grasping, feeling, talking, and hearing.
- Job requires using general office equipment, including phones, copiers, and computer equipment.
- Job requires light physical work, including the ability to exert up to 20 lbs. of force occasionally, 10 lbs. regularly, and sitting for some periods of time.
- Job requires visual acuity, including the ability to see at or within arm's reach.
- Job is subject to inside and outside environmental conditions; moderate noise level.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

SIGNATURE

Please note that this position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: _____ Date: _____

Employee Name (Printed): _____ Date: _____