



## POSITION DESCRIPTION

**JOB TITLE:** ASSISTANT SITE DIRECTOR  
**PAY TYPE:**  EXEMPT  NON-EXEMPT  
**STATUS:**  FULL-TIME  PART-TIME  
**REPORTS TO:** SITE DIRECTOR

### **JOB SUMMARY**

The Boys & Girls Club of Manchester seeks an Assistant Site Director to help run our after-school program. Assist in supervising and administering the program and program staff's planning, development, and implementation.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Assist the Site Director with direct supervision of members and staff.
- Assist the Site Director with planning and implementing age-appropriate activities.
- Run HYLEA (high-yield learning activities) two days a week in the area of the program space.
- Run one specialty program weekly with members of your program area.
- Run weekly tournaments and contests for members.
- Assist the Site Director with ensuring members follow the Boys & Girls Club Code of Conduct and Behavior Policies.
- Assist the Site Director with supervising assigned part-time staff to ensure that they follow the Boys & Girls Club Code of Ethics and Staff Policies within the Club and with members.
- Encourage members to participate in all areas of the site and promote special events and programs when they happen.
- Participate in goal planning with the Site Director.
- Must comply with yearly Boys & Girls Club training.
- Must complete at least 3 hours of Health & Safety from Pro Solutions.

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

- High School diploma or equivalent and nine credits in Education, Early Childhood Education required. Youth-related experience may be substituted or combined with education in the above-listed fields.
- Prior experience working with youth in school, alternative school, recreation, summer camp, or after-school program is a plus.
- Must be at least 18 years old.
- Proficient in MS Office Suite, including MS Word, Excel, PowerPoint, and Outlook.
- Consistently display strong communication and interpersonal skills in a customer-friendly approach.
- 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 or high-stress situation caused by conflict, difficult members, or parents.
- Ability to be involved in direct member service during the school vacation camp programs.
- Must obtain and maintain mandatory CPR and First Aid Certifications.
- Ability to pass background and criminal background screening.

**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 and moderate noise levels.

*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: \_\_\_\_\_