



BOYS & GIRLS CLUBS
METRO DENVER



Make a Difference FOR KIDS

Helping Kids. Building Communities.



Boys & Girls Clubs of Metro Denver is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. We rely on the dedication of caring employees to provide a safe, nurturing environment for kids to learn and grow. We take pride in our highly skilled, diverse and committed workforce. Our staff are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

Program Quality Director

Club/Office Location: Program Support Center (Main Office)

Job Description:

Reporting to the Chief Program Officer, the Program Quality Director is responsible for assessing and excelling programs to meet the organization's mission and goals. The Director works closely with the Senior Program Director, Club Operations Directors and Club Directors to develop and implement streamlined quality and performance management systems. The Program Quality Director is responsible for organizational alignment with Denver Afterschool Alliance's Continuous Quality Improvement System, with emphasis on Social Emotional Academic Learning (SEAL) priorities. The Program Quality Director also manages program grant implementation and outcome execution.

Responsibilities include:

Program Quality

- Assist in the development, implementation and analysis of outcomes-driven programs.
- Ensure that programs meet BGCMD program quality and compliance expectations.
- Act as team lead for program quality issues, coaching and training and respond accordingly.
- Maintain program database ensuring the completion of all program observations, assessments, coaching reports, and collection of all relevant documentation.
- Develop and maintain relationships with program specialists and partners.
- Recruit, hire and train YPQI coaches.
- Review program providers to ensure compliance with SEAL initiatives and program quality standards.
- Develop system of professional development for staff, including, but not limited to: SEAL intensive programming, general program facilitation, and program quality.
- Conduct regular program club visits including observations as set forth by the annual observation plan.
- Write programmatic reports, provide program highlights and make recommendations based on findings.
- Develop communication strategy with succinct messages for various stakeholder groups.
- Work with development, clubs and program operations teams and funders to clarify how program quality initiatives fulfill funding reporting and evaluation requirements.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs of Metro Denver is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by law.

- Help to establish program quality advisory council with key stakeholders including youth.
- Build and maintain partnerships with other initiatives supporting the youth development sector to leverage one another's resources and networks whenever possible.
 - Develop and/or maintain specialized databases and systems for recording and tracking.
 - Understand and identify best practices and practical methods implementation of Social Emotional Academic Learning (SEAL) in the club setting and evaluating outcomes.

Grants Management

- Assist with the planning and preparation of grant proposals for one or more departments; provide guidance and assistance in the interpretation of funding agency regulations and requirements.
- Coordinate mid-term and grant final reports, and other required paperwork.
- Maintain specialized databases and systems for recording and tracking grant proposals, awards, outcomes and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.
- Work with finance staff to track fund disbursement and develop financial reports.
- Maintain grant-related reference resources including funder research files, grant application deadlines, grant reporting schedules, and other information as needed.
- Complete internal evaluations of progress against individual grant outcomes, as necessary.

Qualifications

- Bachelor's degree in related field and three or more years of experience in program quality, or any equivalent combination of education and experience that provides the necessary level of skill, knowledge, and ability. Preference given for experience in management and implementation of SEAL methodologies and YPQI.
- Computer proficiency, particularly in MS Word, MS Excel, Raisers Edge and online research.
- Excellent organizational skills.
- Ability to work under pressure to meet deadlines.
- Ability to take initiative, work independently and use innovative techniques and ingenuity to meet goals.
- Ability to coordinate projects with BGCMD staff and community partners.
- Experience in developing grants or partnerships for projects and activities.

Job Requirements:

- Candidates must be able to pass a drug test, criminal and driving records investigation.
- The successful candidate will primarily work indoors. Accordingly, the ability to use a variety of equipment including janitorial and office equipment is required. The job requires the ability to stand for extended periods, kneel, reach, bend, and lift objects weighing in excess of 25lbs. Outdoor work and physically demanding activities may be required on occasion. The ability to read and write is necessary to complete reports and properly document program and organizational data. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

Details:

Status: Full-time (40 hours per week); Salary: \$45,000 - \$50,000. **Benefits:** Health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays and birthday, paid parental leave, professional development opportunities and more

Interested applicants should submit a cover letter, resume and three professional references to jobs@bgcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.