



**BOYS & GIRLS CLUBS**  
METRO DENVER



**Make a  
DIFFERENCE  
FOR KIDS**

Helping Kids. Building Communities.



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

## **Club Director – Aurora Public Schools (Multiple Locations – Laredo, Virginia Court, and Altura)**

**Club/Office Location: Hiring 3 positions at above school-based sites**

### **Job Description:**

The Club Director (Director) is the leader of a dedicated Club team who leads the programs and operations of a Club. Reporting to the Director of Club Operations, the Director assumes ultimate management and responsibility for the Club. Specifically, the Director is responsible for community relations, program strategy, safety and site operations, personnel management, and administration. The Director works as a part of the organization's program team to help strategically plan and serve communities across the metro area. This position must meet or exceed specific goals for the Club while working within a specified budget.

This Club has specific and rigorous management and tracking requirements, including daily attendance tracking, activity tracking by member, additional expense reconciliations, field trip pre-approvals, annual reporting, etc.

Key Roles (Essential Job Responsibilities):

#### Community Relations

- Demonstrate a knowledge of, interest in and respect for the community the Club serves.
- Have sufficient skills and experience to quickly gain the trust and confidence of colleagues at all levels of the organization, as well as external stakeholders.
- Lead in developing and cultivating partnerships within community organizations and regional school systems to advance programs at the Club.
- Meet or exceed attendance metrics through creative and effective recruitment efforts.
- Assist in the recruitment of, and lead the management and retention of high quality volunteers. Serve as the Club specific point of contact to execute an excellent volunteer experience.

#### Programs & Strategy

- Oversee the implementation and delivery of operations, programs, services, and activities that facilitate achievement of program outcomes.

*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.*

- Assess the needs, interests, and characteristics of the youth to develop targeted programs that result in an outcome-driven Club experience.
- Champion staff development in social emotional learning programming practices and ensure that practices are prioritized in all aspects of Club operations.
- Oversee the identification and evaluation of opportunities to improve program effectiveness based on participation and achievement of stated goals utilizing Youth Program Quality Assessment.
- Ingrain the five (5) key elements for positive youth development into the Club's culture, including safe and positive environment, fun, recognition, supportive relationships, opportunities and expectations.
- Lead quarterly reviews of Club data and performance and work with the program management team to identify opportunities for improvement as needed.

#### Safety & Operations

- Champion BGCMD's Safety Committee and serve as a key player in the development of institutional policies, procedures, and practices.
- Serve as the onsite compliance expert to ensure all employees, volunteers, and other individuals follow Club protocol, and organization procedures. Assesses risk and implements programs and policies to minimize loss and exposure to loss.
- Conduct safety evaluations of assigned Club.
- Serve as point of escalation, feedback, and approval for reportable Club incidents. Observes members and works with employees to correct unsafe behaviors, to enforce safety rules, and to communicate safety guidelines. Ensures emergency procedures are implemented and followed and takes actions to prevent incidents.
- Manage all facilities related duties, including vehicle inspection. Submit maintenance requests as needed to either BGCMD's facilities team or the respective school district.

#### Personnel Management

- Effectively manage a team of direct reports.
- Collaboratively hire all Club staff.
- Effectively manage a high performing Club team by overseeing and providing support, coaching and feedback, supervision, and guidance.
- Maintain high performance expectations for all employees that fosters a culture of teamwork, respect, excellence, integrity, and innovation.
- Monitor and approve all time keeping records for direct reports for bi-monthly payroll.

#### Administrative

- Assist in budget development. Monitor and report variances in expenditures.
- Meet or exceed all grant requirements and deadlines for grants restricted to Club, including, but not limited to all BGCA and government grants.

Additional responsibilities may include but are not limited to:

- Implementing task or project specific directives from supervisor.
- Overseeing a particular program area, member-led Club, or coaching duties.
- Conducting inventory and purchase of materials.
- Participating in ongoing professional development.

The successful Director must meet the follow requirements:

- At least four years of direct youth service experience and a demonstrable record of planning and implementing youth programs. Previous experience working with at-risk youth is preferred, as is a background in education. Volunteer service may be substituted on a year-by-year basis.
- At least two years of demonstrated supervisory experience at a Boys & Girls Club or similar organization. Other relevant experience may be considered as a substitute on a year-by-year basis.
- Bachelor's degree from a regionally-accredited institution of higher learning in education, human or social services, or a related field of study. Equivalent experience directly serving youth in a similar role may be substituted on a year-by-year basis.
- Candidates must be able to pass a drug test that includes screening for marijuana, background check, criminal and driving records investigations, and reference checks. A valid driver's license and ability to be insured under the company's insurance policy is also a requirement.
- 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 moderate 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.
- Continued employment is based upon the successful completion of Adult and Pediatric First Aid/CPR/AED courses and maintaining your certification which is paid for and coordinated by BGCMD.

**Details:**

**Status:** Full-time, Exempt

**Starting Salary:** \$48,000

**Hours:** School Year: 10:00 a.m.- 6:30 p.m.; Summer: 8:00 a.m. – 5:30 p.m., some evenings and occasional weekends.

**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](mailto:jobs@bgcmd.org). Please include the position title in the subject line of the e-mail.**

**This position will remain open until filled.**