



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. We are educators, coaches, artists, mentors, community leaders and ambassadors. Join a team of passionate individuals who are working to make a difference for kids.

Director of Club Operations

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

Job Description:

Reporting to the Chief Program Officer (CPO), the Director of Club Operations (Director) leads the day-to-day operations for all Clubs within the Director's management portfolio. The Director will lead the program strategy, safety, grant administration, budget execution and personnel management at their assigned Clubs. The Director works as a part of the organization's program leadership team to help strategically plan for and realize growth opportunities, including assisting in the sourcing and coordination of potential funding streams.

Specifically, the Director's responsibilities are (essential job responsibilities):

Programs & Strategy

- Oversee the implementation and delivery of operations, programs, services, and activities that facilitate achievement of youth development outcomes.
- Oversee the identification and evaluation of opportunities to improve program effectiveness based on participation and achievement of stated goals utilizing YPQI.
- Ensure the five (5) key elements for positive youth development are ingrained in each Club.
- Ensure grant requirements are met and related evaluations are completed in a timely manner.
- Oversee program evaluation systems that showcase program impact.
- Outreach to community members on programmatic engagement and partnerships.
- Lead in developing and cultivating partnerships within community organizations and regional school systems to advance programs and develop opportunities for new club sites.
- Ensure that programs are developmentally safe, and culturally inclusive for all Club members.
- Collaborate with local partners to maximize the incorporation of social emotional academic learning into core programming.

Safety

- Participate in BGCMD's Safety Committee and serve as a key player in the development of institutional policies, procedures, and practices.
- Conduct regular club visits to observe programming and assess safety and risk.
- Serve as point of escalation, feedback and approval for reportable club incidents.

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.

Personnel

- Oversee Club Directors at assigned clubs by providing support, coaching and feedback, supervision, and guidance to effectively manage high performing teams.
- Ensure all employees, volunteers, and other individuals follow Club protocol and procedures.
- Assist in the hiring of management staff in assigned clubs.
- Assist in the development and implementation of standard professional development opportunities and expectations for staff.

Finance & Grants

- Assist in budget development.
- Monitor and report variances in revenues and expenditures.
- Meet or exceed all grant requirements and deadlines for grants restricted to school-based clubs, including, but not limited to all government grants.
- Other duties as assigned.

Job Requirements:

- 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.
- A minimum of 5 years works experience in operations management and supervision at a Boys & Girls Club or similar organization.
- Considerable knowledge and commitment to the mission, vision, and values of Boys & Girls Clubs of Metro Denver.
- Demonstrated ability to organize, direct, and coordinate operations, personnel management, and budget management.
- Strong communication skills, both verbally and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with various internal and external stakeholders.
- Candidates must be able to pass a drug test that include screening for marijuana, criminal and driving records investigations, and reference checks.
- Maintain active CPR & First Aid certification.
- 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.
- 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. A valid driver's license and ability to be insured under the company's insurance policy is also a requisite.

Details:

Status: Full-time, Exempt

Salary: \$55,000, Commensurate based on experience

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@bqcmd.org. Please include the position title in the subject line of the e-mail.

This position will remain open until filled.