



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.

Assistant Club Director – Suncor Boys & Girls Club

Club/Office Location: Suncor Boys & Girls Club

Job Description:

The Assistant Club Director is the co-leader of a dedicated Club team who leads the program strategy of the site. Reporting to the Club Director, the Assistant Club Director oversees program development and implementation, program schedules and calendars, program quality assessment, and the onboarding and training of new employees. The Assistant Club Director is second in command, and assumes the ultimate management responsibility of the site when the Club Director is away. The Assistant Club 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.

Key Roles (Essential Job Responsibilities):

Community Relations

- Demonstrate a knowledge of, interest in, and respect for the community the Club serves.
- Assist in developing and cultivating partnerships within community organizations and regional school systems to advance programs at the Club.
- 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.

Programs & Strategy

- Lead the identification and evaluation of opportunities to improve program effectiveness based on participation and achievement of stated goals utilizing YPQI.
- Lead the implementation and delivery of programs, services, and activities that facilitate achievement of program outcomes.
- Champion staff development in social emotional learning programming practices and ensure that practices are prioritized in all aspects of Club operations.
- Assess the needs, interests, and characteristics of the youth to develop targeted programs that result in an outcome-driven club experience.

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.

- 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.

Personnel Management

- Effectively manage 4-8 direct reports (all front-line, adult program specialists).
- Collaboratively hire all Club staff.
- Oversee the team by providing support, coaching and feedback, supervision, and guidance. Lead site-level onboarding for all Club staff.
- Maintain high performance expectations for all team members 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

- 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 Assistant Club Director must meet the follow requirements:

- At least two 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 one year of demonstrated supervisory or leadership 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.

Details:

Status: Full-time, Exempt

Pay Range: \$36,000 – \$39,000

Hours: 12:00 p.m.-8:30 p.m. Some later evenings and weekends may be required, Hours vary in the summer

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.