



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.

## Program Manager – Cole Boys & Girls Club

**Club/Office Location:** Cole Boys & Girls Club

**Job Description:**

In this position, the Program Manager (Manager) is the co-leader of a team dedicated to transforming and inspiring the lives of all Club members and strengthening the communities that need us most. This position will supervise and manage employees. The Manager will be responsible for planning, supervising, and managing day to day Club operations and programs.

This site is funded by 21st Century Community Learning Center grants and has specific and rigorous management and tracking requirements, including, but not limited to: 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.
- 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, employees of Denver Public Schools, 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.
- Oversee the implementation and delivery of operations, programs, services, and activities that facilitate achievement of program outcomes.
- Assess the needs, interests, and characteristics of the youth to develop targeted programs that result in an outcome-driven club experience.
- Ingrain the five (5) key elements for positive youth development into the Club's culture.

*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 Management

- Effectively manage oversee up to four (4) direct reports by providing support, coaching and feedback, supervision, and guidance.
- Maintain high performance expectations for all team members that fosters a culture of teamwork, collaboration, and innovation.
- Monitor and approve all time keeping records for direct reports for bi-monthly payroll.
- Collaborate in the hiring of direct reports.

## Administrative

- Meet or exceed all grant requirements and deadlines for grants restricted to Club, including, but not limited to 21<sup>st</sup> Century grant outcomes.

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 Manager's previous experience will include:

- 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.

The successful Manager must meet the follow 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.
- Candidates must be able to pass a drug test that include screening for marijuana, background check, criminal and driving records investigations, and reference checks.
- 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 requirement.
- 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

**Hours:** School Year: 10:00 a.m. – 6:30 p.m., Summer: 7:00 a.m. - 4:30 p.m., some weekends

**Pay Range:** \$36,000 - \$39,000

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

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