



## JOB DESCRIPTION

7600 W Reeves Rd. Bloomington, IN 47404  
812.935.6970

### **Position Title: Assistant Program Director**

WORKING HOURS: M – F 10am - 6pm school year, 7am – 3pm break camps occasional weekends and evenings (additional hours as necessary)

PAY RATE: \$25,500 Annual Salary

VACATION/SICK DAYS: “Personal Time Off “outlined in Employee Manual

Benefits: Health, life, and long-term disability insurance. Pension plan established after three years of service.

HOLIDAYS: Paid days off as outlined in Employee Manual

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

#### **Assistant Program Director**

The role’s primary afterschool focus will be monitoring and improving the academic performance of our Club kids. This position will develop and implement programs with an academic focus. During break camps (Fall, Winter, Spring, Summer) the role’s primary focus will be to plan, coordinate, and execute break camp programming. In this role you will also assist with the planning and implementation of special events, during and after Club hours. Other key responsibilities include: developing academic plans, keeping accurate records of our Club member’s academic activities and behavior. You will help coordinate the education team and foster an environment of unity and team work. You will also assist and provide educational resources to all staff as needed. This role may also need to assist with volunteer recruitment and management as well as public speaking. This role will also assist with the training, supervision, and evaluation of program staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

#### **EDUCATION/EXPERIENCE REQUIREMENTS:**

Four year degree from an accredited college or university, or equivalent educational & professional experience. Experience in a Boys and Girls Club or similar youth organization planning and supervising activities based on the developmental needs of young people, or equivalent experience. Individual must be well organized, excel in multitasking, have a strong desire

#### **SKILLS/KNOWLEDGE REQUIREMENTS:**

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Must acquire **for-hire driving endorsement** with in 60 days of employment .

**Boys & Girls Clubs of Bloomington - Ellettsville Unit**

Send resume to [ogonzalez@bgcbloomington.org](mailto:ogonzalez@bgcbloomington.org)

## ESSENTIAL JOB FUNCTIONS:

Establish unit program objectives consistent with organizational goals and mission. Oversee the provision of day-to-day program activities in accordance with established standards and goals. Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s). Demonstrate leadership to assure conduct, safety and development of members.

1. Program Development and Implementation
2. Maintain Positive Internal and External Relationships
3. Prepare Youth for Success
4. Work well with a team.

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

## **DISCLAIMER:**

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 required of employees assigned to this job. Just as you retain the right to resign, without notice or cause, BGCB has the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any BGCB officer or representative, with the exception of an express written employment contract signed by the Unit Director. We believe BGCB is an outstanding organization with a capable, dedicated staff. If you believe you will become a valuable, enthusiastic member of our team, please apply.