

## Ferguson Crestmont Program Director

**WORKING HOURS:** 40 hours per week - Monday through Friday (11:00a.m.-7:00p.m. during the school year, weekends and additional hours as necessary; summer hours will vary)

**PAY RATE:** \$34,000 - \$38,000 annual salary

**VACATION/SICK DAYS:** Personal Time Off - details outlined in Employee Manual

**BENEFITS:** Health, Life, 401K – details outlined in Employee Manual

**HOLIDAYS:** Paid days off – details outlined in Employee Manual

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

**START DATE:** March 26, 2018 (or as soon as possible)

**JOB DESCRIPTION:** Coordinate after school programming for youth ages 6-18 in the Bloomington Housing Authority and surrounding area for the Steve & Connie Ferguson Crestmont Boys & Girls Club. Responsibilities will include after-school programming, staff management, special events, volunteer management, and youth leadership. Reports to the Unit Director.

### **Education/Experience Requirements**

Minimum of two years work experience in a school or youth serving organization; planning and supervising activities based on the developmental needs of youth and teens or equivalent experience. At least 3 years of college or university experience; a received degree is preferred.

### **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.

### **Essential Job Functions**

1. Develop and implement daily programs that encourage youth to participate and learn.
2. Coordinate staff, interns, and volunteers in program areas.
3. Recruit, manage, and organize volunteers for the after school program.
4. Create and maintain various programs for youth to remain involved in.
5. Provide supervision and guidance in youth program areas and provide assistance and interactive support to youth.
6. Encourage a positive environment for youth to learn, interact, and grow.
7. Conduct small and large group active enrichment activities.

8. Assist with clean up and organization of all program areas.
9. Build positive relationships with youth, volunteers, parents, schools, and community.
10. Assist with tracking daily attendance and other applicable program administrative duties.
11. Assist with preparing information for reporting purposes when necessary.
12. Report to Crestmont Boys and Girls Club Unit Director.
13. Assume other duties as assigned.

#### **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.