



## ***Good Character & Citizenship 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:** \$30,000 annual salary

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

**BENEFITS:** As outlined in Employee Manual

**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.

**START DATE:** As soon as possible

### **JOB DESCRIPTION:**

The Good Character & Citizenship Director will schedule and supervise programs, track members' progress, and complete reports for the Good Character & Active Citizenship priority outcome. The Good Character & Citizenship Director will be the lead staff in the Teen Center and supervise support staff in the area. This position is responsible for ensuring that our members have a safe, positive environment while in the Teen Center. The Good Character & Active Citizenship Director will work intimately with all programs designed for members 12 and older. The Good Character & Citizenship Director will work with all age groups in this priority outcome by designing and ensuring implementation of service projects throughout the facility.

### **Education/Experience Requirements**

Minimum of two years work experience in a school or youth serving organization supervising activities for 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 relationships with staff, volunteers, and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

### **Essential Job Function:**

1. Recruitment of teen members to the Crestmont Boys & Girls Club.
2. Schedule and implement activities for teens that promote good character and active citizenship.
3. Record attendance and program data .
4. Effectively run the annual Youth of the Year program.
5. Assist the Education Department with teen members enrolled in Indiana Kids.
6. Submit reports to the Program Director.
7. Supervise teen areas, programs, and staff.
8. Provide transportation for teen programming.
9. Develop and implement daily programs that encourage teens to participate and learn.
10. Coordinate staff, interns, and volunteers in program areas.
11. Recruit, manage, and organize volunteers for the after school program.
12. Create and maintain various programs for teens to remain involved in.
13. Provide supervision and guidance in teen program areas and provide assistance and interactive support to teens.
14. Encourage a positive environment for youth to learn, interact, and grow.
15. Conduct small and large group active enrichment activities.
16. Assist with clean up and organization of all program areas.
17. Build positive relationships with youth, volunteers, parents, schools, and community.
18. Assist with tracking daily attendance and other applicable program administrative duties.
19. Assist with preparing information for reporting purposes when necessary.
20. Report to Crestmont Boys and Girls Club Unit Director.
21. Attend staff meetings and training sessions.
22. 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.

**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. If you understand and accept these terms, please sign below.

This job description serves as a job offer for this position. Accepting employment will be conditional upon agreeing to and signing this job description/offer.

We believe BGCB is an outstanding organization with a capable, dedicated staff. We believe you will become a valuable, enthusiastic member of our team. Welcome to the Boys & Girls Club of Bloomington!

***I understand the expectations, functions, and information presented in this document that describes the \_\_\_\_\_ position.***

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_