



Ellettsville Program Director

WORKING HOURS: M – F 10:00am to 6:00pm, occasional weekends and evenings (additional hours as necessary)

PAY RATE: Starting at \$36,000 based on experience

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.

JOB DESCRIPTION:

1. Responsible for creating, implementing, and overseeing the daily delivery of a broad range of enriching programs in the areas of Academic Success, Character & Leadership, Healthy Lifestyles, Access to the Arts, and Family Engagement.
2. Program Director will also directly hire, train, and supervise, staff, interns, and volunteers.
3. Work closely with staff, teachers, parents/guardians, Ellettsville Council for Youth (ECY), community partners, and stakeholders to ensure each child is supported and his/her needs are being met.
4. Ensure BGCE 21st CCLC participant’s full data is collected, entered, along with progress being tracked and monitored.
5. Ensure that all BGCE & RBBCSC rules and regulations as well as Health and Safety for school-age child care are met by each staff member.
6. Interact with members and/or families onsite as well as offsite events.
7. Will acquire a Chauffeur’s license/ For Hire Endorsement and transport members in a safe and secure manner.
8. Develop and coordinate all Family Programming including instruction of family initiatives and assurance of goals and objectives of approved Program Design.

This is a general description of the position; job tasks are not limited to the above list. Employee may be assigned task and responsibilities as needed.

EDUCATION/EXPERIENCE REQUIREMENTS: Four year degree from an accredited college or university, or equivalent experience. A minimum of two years’ work 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

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.

If you are interested in applying for this position, please email the Ellettsville Unit Director, Tabitha Cassani, at tcassani@bgcbloomington.org or call (812)300-0100.