



**BOYS & GIRLS CLUBS**  
OF BLOOMINGTON

**Ellettsville Program Director - Academic Success**

WORKING HOURS: M – F 10:00am to 6:00pm/11a.m. - 7 p.m., occasional weekends and evenings

SALARY RANGE: \$35,600 - \$37,000 annual salary, exempt

BENEFITS AND PTO: Outlined in Employee Handbook

JOB DESCRIPTION:

1. Responsible for creating, implementing, and overseeing the daily delivery of a broad range of enriching programs in the Club, with special attention to Academic Success programming, including STEAM and literacy.
2. Coordinate outreach programming including instruction of family initiatives and assurance of goals and objectives of approved Program Design.
3. Program Director will also assist in hiring, training, and supervising, staff, interns, and volunteers.
4. Work closely with staff, teachers, parents/guardians, community partners, and stakeholders to ensure each child is supported and his/her needs are being met.
5. Ensure Club participant's full data is collected, entered, along with progress being tracked and monitored.
6. Ensure that all BGCB rules and regulations as well as Health and Safety for school-age child care are met by each staff member.
7. Interact with members and/or families onsite as well as offsite events.
8. Will acquire a Chauffeur's license/ For Hire Endorsement and transport members in a safe and secure manner.

This is a general description of the position; job tasks are not limited to the above list. Employee may be assigned tasks 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 & Girls Club or similar youth organization planning and supervising activities based on the developmental needs of young people, or equivalent experience. CYC certification 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 the public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

**Submit resume and cover letter to Pam Martindale, Operations Assistant  
pmartindale@bgcbloomington.org (812) 332 – 5311 ex. 227**