



**BOYS & GIRLS CLUBS
OF BLOOMINGTON**

Ferguson Crestmont Program Director - Healthy Lifestyles

WORKING HOURS: Ability to work from 1 pm – 8 pm; Monday through Thursday, 1 pm to 10 pm on Fridays and noon to 4 pm on Saturdays (Schedule will vary, approximately 40 hrs per week)

SALARY RANGE: \$35,000 - \$40,000 annual salary

BENEFITS AND PTO: Outlined in Employee Handbook

BASIC JOB FUNCTION: The Healthy Lifestyles Director is responsible for the planning and implementation of all healthy lifestyles programming including but not limited to sports, recreation, drug & alcohol prevention, and food & nutrition. The director will manage a staff focused on providing fun, educational, and safe programming for Club youth. The Healthy Lifestyles Director will also be responsible for creating and running community health and open gym events, with frequent work on the weekend. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

EDUCATION/EXPERIENCE REQUIREMENTS: 4 or more year's youth work experience required. Individuals must be able to work with large groups of youth and have education and/or youth program knowledge. 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 public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Develop and oversee the daily implementation of healthy lifestyle programs for all members.
2. Create fun, developmentally appropriate afterschool and camp activities that encourage a sense of belonging.
3. Encourage a safe, positive environment for members to learn, interact, and grow.
4. Collaborate with other program directors to provide an high-quality, outcome-driven Club experience.
5. Ensure adequate cleanup and organization of gym and games room areas.
6. Build positive relationships with youth, volunteers, parents, schools, and community.
7. Assist with tracking daily attendance and other applicable program administrative duties.
8. Assist with preparing information for reporting purposes when necessary.
9. Report to the Unit Director.
10. Drive bus routes when necessary
11. Assume other duties as assigned.

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