



**BOYS & GIRLS CLUBS
OF BLOOMINGTON**

Ferguson Crestmont Club Social Emotional Learning Director

HOURS: Full-Time (Exempt Position)

PAY RATE: (Salaried Employee): \$40,000

VACATION/SICK DAYS: As outlined in Employee Manual

HOLIDAYS: As outlined in Employee Manual

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

BENEFITS: As outlined in Employee Manual

START DATE: 3/13/2023

POSITION DESCRIPTION: The Club Social Emotional Learning Director advocates for services, short-term goal oriented individual and family ongoing support, crisis intervention, conflict resolution and mediation. This individual will work with Clubhouse staff to develop prevention and intervention strategies for members and their families. There may be opportunities to organize and lead short-term small groups for members and/or parents addressing issues/topics including, but not limited to, parenting, substance use/abuse, sexuality, self-esteem, peer leadership, and general health and fitness.

QUALIFICATIONS: Master's of Social Work (MSW) and three years pre- or post- Masters experience working with youth and families. Knowledge of local social service issues, trends, and resources 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 implement collaborative programs and events with staff from other clubhouse departments as well as staff from other BGCB clubhouses and community organizations as appropriate
2. Coordinate program partners and consultants who can offer specialized instruction, support and guidance to members and staff
3. Develop a social service resource network outside within the neighborhood/community
4. In collaboration with the Director of Operations, supervise and discipline of members participating in programs and services within the department as well as throughout the clubhouse as deemed appropriate using the Club's behavior management policy
5. Participate in program/service outcome measurement processes and other evaluations programs including BGCA's annual evaluation Commitment to Quality
6. Case management of members including documentation and record keeping of information
7. Secure, maintain and monitor budget, materials, equipment and other resources
8. Participate in weekly individual and group supervision sessions (including clinical supervision); participate in professional development opportunities as appropriate
9. Supervises assigned interns

- 10. Report to the Unit Director.
- 11. Assume other duties as assigned.

WORK REQUIREMENTS: *(Work requirements for mental, physical, or other important issues which relate to the job.)*

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- 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.
- 6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
- 7. Ability to work in a professional environment and positively represent organization under various levels of stress.
- 8. Ability to work on multiple projects and prioritize effectively.
- 9. Visual acuity for accurate reading, typing, filing and use of computer screen.
- 10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
- 11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
- 12. 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.
- 13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
- 14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

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 Club Social Emotional Learning Director position.

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____

Senior Unit Director Signature _____ Date _____