

**Job Posting: Program Director**

Department: Program Development

Reports To: CEO

Status: Full-Time

Salary: DOQ

Application Deadline: Open until filled

Position Summary:

The Program Director is responsible for overseeing the delivery and implementation of a broad range of programs within the Club, including Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education. This position plans, develops, delivers, and oversees program implementation while supervising program staff and supporting positive youth development.

Key Responsibilities:**Prepare Youth for Success:**

- Plan, deliver, and oversee the administration of designated Club programs and activities that support Youth Development Outcomes.
- Establish Club program objectives consistent with organizational goals and mission.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members are encouraged to participate in a variety of program areas and activities and receive instruction and constructive feedback to develop skills.
- Demonstrate leadership to assure the conduct, safety, and development of members.

Program Development and Implementation:

- Establish and maintain Club program goals and settings that ensure the health and safety of members.

- Ensure that site staff understand and effectively communicate program standards; ensure program areas are safe, well ventilated, and well lit; and ensure Club equipment is maintained in good working condition.
- Ensure the continual evaluation of Club programs and that programs and activities respond to member needs and address gender and cultural diversity.
- Control Club program and activity expenditures within the approved budget.

Supervision:

- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal.
- Identify and support training and development opportunities for assigned volunteers and staff.
- Oversee proper record keeping and reporting, including activities and events conducted, daily participation figures, notable achievements, and problems or issues.
- Ensure productive and effective performance by all program staff and volunteers.

Grant & Compliance Support:

- Assist with the administration and management of grants supporting Club programs and services, including reviewing grant requirements, timelines, and deliverables.
- Coordinate the collection, organization, and timely submission of program data, participation records, outcome measures, narratives, and other documentation required for grant reporting.
- Monitor grant-funded program activities and expenditures to ensure they are consistent with approved grant budgets, program objectives, and funding requirements.
- Maintain organized grant files and supporting documentation, including applications, award agreements, reports, invoices, attendance records, and other required records.
- Work collaboratively with the CEO, Unit Director, Finance staff, and program staff to track grant deadlines, deliverables, compliance requirements, and reporting obligations.
- Assist with grant applications, renewals, and amendments by providing program information, budgets, outcomes, supporting documentation, and other materials as requested.
- Monitor grant performance and identify potential issues, gaps, or missed deadlines; communicate concerns promptly and assist in developing corrective actions when needed.

Marketing and Public Relations:

- Increase visibility of Club programs through posting of daily schedules, announcements of upcoming events, and dissemination of timely information for the development of advertising and promotion through mailings, fliers, and media releases.

Additional Responsibilities:

- May oversee special programs and/or events, including Keystone, Torch Club, Youth of the Year, and Awards Programs, and/or participate in the implementation of other Club activities as necessary.
 - May be required to drive the Club van periodically.
 - May consult with parents concerning member and Club issues.
 - Perform other duties as assigned.
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Qualifications:**Required:**

- High school diploma or GED.
 - A minimum of five years' work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
 - Strong communication skills, both verbal and written.
 - Experience working with grant-related deliverables.
 - Working knowledge of grant compliance, reporting requirements, and grant-funded program administration.
 - Ability to track multiple grant deadlines, deliverables, budgets, and supporting documentation accurately and timely.
 - Strong timely reporting skills with deadlines.
 - Self-motivated, self-disciplined, and intuitive.
 - Ability to follow through with minimal supervision.
 - Group leadership skills, including an understanding of group dynamics.
 - Demonstrated organizational, staff, and project management abilities.
 - Mandatory CPR and First Aid Certifications.
 - Valid State Driver's License.
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Skills & Competencies:

- Strong communication skills, both verbal and written.
 - Organizational, staff, and project management abilities.
 - Ability to manage multiple program and grant-related deadlines and deliverables.
 - Strong reporting, documentation, and follow-through skills.
 - Ability to work independently and as part of a Team.
 - Ability to provide effective leadership to staff and volunteers.
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Work Environment:

- Club setting within a youth-serving organization.
 - Regular interaction with staff, youth, families, schools, and community partners.
 - Schedule may include evenings, weekends, and special events depending on Club operations and programming.
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Equal Opportunity Employer Statement:

The Boys & Girls Club of Lac Courte Oreilles is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.