



**BOYS & GIRLS CLUBS  
OF AMERICA**

## **POSITION DESCRIPTION**

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**TITLE:** Program Administrator/Manager

**PERFORMANCE**

**PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Unit/Branch Director or Program Director

**FLSA STATUS:**  Exempt  Non-Exempt

**PRIMARY FUNCTION:**

Plans, implements, supervises and evaluates all programs and activities provided in program areas leading to the priority outcomes of Academic Success, Good Character and Citizenship, and Healthy Lifestyles.

**KEY ROLES (Essential Job Responsibilities):**

*Prepare Youth for Success*

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members.
2. Contribute to the planning and implementation of the strategic plan by:
  - Planning, organizing and implementing a range of program services and activities for drop in members and visitors;
  - Initiating new programs with the approval of the Director of Program Development;
  - Recommending the development of service area programs; and
  - Promoting and stimulating program participation.
3. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly branch staff meetings.

## **Program Administrator/Manager**

### *Health and Safety*

4. Ensure a healthy and safe environment, supervising members in program area.
5. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions, as necessary; controlling expenditures against monthly supply budget.

### *Program Development and Implementation*

6. Manage administrative systems by registering new members and participating in their club orientation process.

### *Supervision*

7. Recruit, train and manage assigned volunteers and staff; provide ongoing feedback; and identify and support development opportunities.

### **ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. May be required to drive Club van.

### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree preferred in related field
- Minimum of five years experience in planning and implementing youth programs.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid State Drivers License

