



## PROGRAM DIRECTOR

**If you have a passion for youth development and program innovation this position is for you! Provide staff the mentoring they need to successfully work with people of all ages. Join us at the Waltham Boys & Girls Club in preparing youth for a brighter future!**

The successful candidate will be both an effective leader of programming AND a key member of the Waltham Boys & Girls Club staff. Our ideal team member position plans, develops and oversees program implementation in 5 core areas: Education & Career Development; Sports, Fitness & Recreation; The Arts; Health & Life Skills; and Character & Leadership Development. Mentoring the coordinators who oversee these program areas is an essential part of the role. We need a hands on leader that brings talent, creativity, hard work and a sense of humor to the club.

### **Job Summary**

Some of the responsibilities include hands on coverage in program areas, guiding youth to make good choices, as well as overseeing building, staff, closing procedures, and overall Club-wide supervision. S/he will guide coordinators to innovate new programming and strengthen existing programs. Administrative tasks include budgetary oversight, proper record keeping and reporting, performance reviews, scheduling, and Club promotion through various marketing strategies.

### **Experience and Education**

- Four year degree in a related field from an accredited college or university.
- 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.
- A minimum of two years work experience in a Boys & Girls Club or similar organization supervising and managing full-time staff.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Must have a valid driver's license. Mandatory 7D License, CPR and First Aid Certifications.
- Experience with the following a plus: Sports & Recreation, Licensed Camp Program, Aquatics Programs, Music Education and bi-lingual (Spanish English speaking).
- Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check.

### **Position**

The Program Director is a full-time position with a competitive salary and excellent benefits. Expected schedule is Monday 10:30am-6:30pm; Tuesday-Friday 12:30-8:30pm Hours are subject to change based on school vacation schedule and program needs; Summer schedule varies (occasional weekday mornings/weekends required).

### **Salary and Benefits**

- Salary range for this position is \$48,000 - \$52,000 to commensurate with experience
- Generous full-time employee benefits: pension, paid sick time and vacation time, health insurance, life insurance, and free childcare for school aged children

**To apply, send a cover letter and resume to Aubree Cecil at [acecil@walthambgc.org](mailto:acecil@walthambgc.org)**