



WALTHAM BOYS & GIRLS CLUB

TITLE: Director of Program Operations

REPORTS TO: Assistant Executive Director

SALARY: \$65,000-\$70,000

PRIMARY FUNCTION:

The Director of Program Operations will work closely with their counterpart to manage the day-to-day program operations for the Waltham Boys & Girls Club. The Director of Program Operations will oversee the delivery of a broad range of activities and programs directly supervising the Elementary School program, sports & recreation, education, and membership/reception departments.

KEY ROLES (Essential Job Responsibilities):

Youth Development

- Plan and oversee the administration of club-wide program and activities that support Boys & Girls Clubs Youth Development Strategy
- Communicate with parent/guardians to promote programming and address member concerns
- Establish objectives consistent with organizational goals and mission
- Oversee provision of guidance services to members to assist them in fulfilling and making appropriate choices

Programming

- Oversee 21st CCLC programming in accordance with DESE including staffing, program implementation, evaluation, assessment, training, and reporting
- Ensure all program standards, deliverables, and requirements of the the Department of Elementary and Secondary Education (DESE) are met for the 21st Century Learning Century Learning Center program in accordance with established standards, and goals
- Ensure the evaluation of Club programs on a continual basis and ensure programs and activities are supporting organizational goals for youth impact
- Guide coordinators to innovate new programming and strengthen existing programs
- Act as Camp Director for summer programming
- Identify new opportunities that will improve program effectiveness and achievement of stated goals

Safety

- Demonstrate leadership to assure conduct, safety, and development of members
- Supervise youth participants ensuring their health and safety
- Maintain equipment and supplies in working order and instruct others to do as well
- Oversee member behavior reports and improvement plans

Leadership

- Recruit, hire, and onboard assigned staff and volunteers. These include, but are not limited to: Elementary School Program staff Sports & Recreation Specialist, Education Specialist, and Membership Coordinator
- Perform staffing and volunteer supervision to include continual feedback, coaching, mentoring, goal setting, and performance review
- Conduct outreach and recruitment through community engagement throughout the year.
- Participate as an active member of the Club Leadership team

Organizational Resource Management

- Participate in the development, implementation and monitoring of Club's annual budget, ensuring that Club-wide programs and activities are operating within established budgetary guidelines
- Oversee proper record keeping and reporting including activities and events, breakdowns of daily participation, notable achievements, and any problems/issues
- Increase visibility of Club programs via seasonal brochures, posting of daily schedule, announcements of upcoming events, and the dissemination of timely information for development of advertising and promotion through mailing, flyers, and media releases

OTHER DUTIES:

- Oversee special programs and/or events (i.e. Club Holiday Events, Holiday Party, vacation week programs, and Awards Programs), and/or participate in the implementation of other activities as necessary.
- Assist in the execution of Club Fundraisers (i.e. Annual Gala, Capital Campaign, etc.)
- Responsible for evening and weekend building coverage as scheduled
- Attendance and active participation in organization and community-wide meetings, programs and events.
- Transporting youth to off-site activities in passenger vans.
- Perform other assignments as designated by Senior Leadership in order to facilitate the most effective service to members, program participants, and the community.

CONTACT INFORMATION:

Waltham Boys & Girls Club

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