

Boys & Girls Clubs of Greater Kalamazoo

Director of the Turn 2 Proud 2 Be Me Program

Position Summary

The Director of the Proud 2 Be Me Program is responsible for the daily operation and management of the program to provide empowering after- school experiences that allow a small group of third, fourth and fifth graders to learn and practice skills that enable them to be successful in school and in life, to withstand the pressures of drug and alcohol abuse, and to embrace a healthy lifestyle. By planning and facilitating a variety of educational activities, the Program Director will help students improve their academic and social skills; gain an increased understanding of the dangers of drug and alcohol abuse; expand their awareness of the value of healthy lifestyles; and gain exposure to various community resources, career options and cultural experiences.

Qualifications

The position requires passion for the education and well-being of youth, a well-developed ability to establish and maintain strong relationships with youth and their parents, and expertise in teaching a variety of academic and social skills. The ability to work well with a team is critical along with creativity and the ability to demonstrate initiative. A bachelor degree is preferred.

Reporting Relationships

Reports to the Director of Program Services

Duties and Responsibilities

1. Provide leadership, direction and supervision for the Proud 2 Be Me program.
2. Plans, prepares and manages the educational activities with clear outcomes that result in improved academic and social skills, increased knowledge and understanding of Derek Jeter's 10 Life Lessons, knowledge of healthy lifestyles, and ability to withstand pressures of drug and alcohol abuse.
3. Establishes a positive, supportive, orderly and stimulating environment that facilitates learning and healthy social interaction.
4. Establishes strong rapport and positive relationships with each program participant to capitalize on their individual strengths, enhance their self-esteem, stimulate learning, motivate engagement in all program activities, and maintain appropriate behaviors.
5. Works collaboratively with partners outside the agency to expose participants to a rich variety of experiences that have clear learning outcomes, expand on program instructional activities, enhance cultural awareness, increase understanding of appropriate etiquette, and expand knowledge of opportunities that are available in the community.

Assures that the program stays within established program guidelines and follows all of BGC of Kalamazoo financial & personnel policies and procedures.

Develops and implements procedures that facilitate program effectiveness and keep accurate and timely program records documenting the effectiveness of planned activities, student participation, and the progress of participants, utilizing the KidsTRax program and other appropriate assessment tools as assigned.

6. Participate in trainings relevant to the position.
7. Participate in relevant community activities and functions as appropriate. Represent the Proud 2 Be Me program, the Turn 2 Foundation and the Boys & Girls Clubs of Greater Kalamazoo as needed to support their purposes and functions.

Proud 2 Be Me Program Director

Desirable Skills and Characteristics

1. Passion for youth and learning, and dedication to making a difference in the lives of young people.
2. Highly skilled in communicating with youth. Ability to communicate respectfully with parents to involve them in their children's success in Proud 2 Be Me. Effective expression in individual or group situations (includes gestures and non-verbal communication). Keeps superiors, peers and subordinates well informed on all important matters at all times.
3. Capable of being relied upon. Able to be trusted to consistently meet the needs of youth.
4. Highly skilled in planning and organization, establishing a course of action for self, staff and youth to accomplish specific goals; planning proper assignments of personnel and appropriate allocation of resources.
5. Leadership ability and team building skills. Utilization of appropriate interpersonal styles and methods in guiding students, subordinates, peers, and superiors toward task accomplishment.
6. Ability to adapt to varying environments and with varying tasks, responsibilities, or people to maintain program effectiveness.
7. Creativity, flexibility, and the initiative to assure that program goals are achieved.
8. Ability to exercise good judgment in the conduct of program activities, developing alternative courses of action and making decisions which are based on logical assumptions and which reflect factual information and consideration of organizational resources.
9. Ability to maintain a high standard of ethics, including confidentiality, and ability to understand, and apply rules and regulations pertaining to the position.

Must possess a valid driver license and have reliable transportation.

Must pass necessary criminal background and personal references checks.

Salary and Benefits

This position is 15 - 20 hours/week after school, school year position, with some variable weekend hours depending on program activities. Final Field Trip takes place the first week following the end of the school year.

Salary range commensurate with qualifications and experience.

Please submit a cover letter and a resume to Jill Angell –Director of Program Services at jilla@bgckzoo.org