



BOYS & GIRLS CLUBS
OF BENTON AND FRANKLIN
COUNTIES

PASCO CLUB BRANCH

DIRECTOR

SUPERVISOR

Area Director of
Traditional Club
Services

STATUS

Full-time, exempt

STARTING SALARY RANGE

\$41,067- \$59,556
DOQ/DOE

ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

Our Pasco Clubhouse is a 14,000 sq. ft. Club located in Pasco, WA. It opened in 1999 serving elementary aged youth. In 2013, we become a full service club and now serve youth Kindergarten-12th grade. The Club also has a STEAM Room, Games Room, Gym, Learning Center, Stage, Tech Lab, and Teen Room. The average daily attendance of our Pasco Clubhouse is 200 members and is at capacity for the school year. The program operates year-round afterschool during the school year, and half day during the summer months and on no school days.

POSITION SUMMARY

Under the supervision of the Area Director, the Pasco Branch Director is responsible for the oversight of daily operations of the designated Clubhouse with primary concern for programs, service delivery, and supervision of trained staff, facilities management, budget management, safety, community relations, and membership administration.

The successful candidate will show passion for youth, be able to articulate how they play a role in stewardship of resources, identify how integrity relates to the position, and has a history of demonstrating respect for all contacts including clients, peers, agency partners, and the general community.

QUALIFICATIONS

- Four-year degree from an accredited college or university related to the mission of the organization is strongly preferred. A combination of work experience and education may be substituted.
- A minimum of five-year work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Considerable knowledge of the mission, outcomes, programs, and procedures of Boys & Girls Clubs and the principles and practices of non-profit organizations.
- Ability to recruit, train, supervise, and motivate staff.
- Working knowledge of budget preparation, control, and management.
- Demonstrated ability working with community members, donors, parents, and young people.
- Strong computer skills required.
- Strong communication skills, both verbal and written.
- Enthusiasm for mission and motivation to learn new skills on the job.
- Bilingual, bi-literate preferred.
- Covid-19 Vaccination or medical or religious exemption.
- Must be able to lift and move objects as heavy as 40 lbs.

JOB FUNCTIONS

- Establish Branch programs, activities, and services that prepare youth for success and that create a club environment that facilitates achievement of designated outcomes.
- Ensure healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Plan, develop, implement and evaluate programs, services, and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.
- Manage resources and assist in the development of annual budgets. Control expenditures against budget.
- Ensure a vibrant volunteer culture that creates meaningful experiences for donors and Club members.
- Ensure administrative and operational systems are in place to maintain the operation of physical properties and equipment of the Club, including use of facilities by outside groups. Ensure compliance with organization policies.
- Recruit, manage, and provide career development opportunities for Branch staff.

- Develop and maintain partnerships with parents, community leaders, organizations, and school district partners.
- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and community.
- Ensure participation in the National Youth Outcomes Initiative.
- Demonstrate a high level of ownership and pride in the creation and execution of club culture through leadership and inspiration of others.
- Assist in other areas as needed.

APPLICATION PROCESS

Please submit a cover letter and resume to heather.robertson@greatclubs.org.
Position will close as filled.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

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