

BOYS & GIRLS CLUBS OF OAKLAND

POSITION DESCRIPTION

TITLE: Social Recreation Director

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Branch Director

Exempt Non-Exempt

PRIMARY FUNCTION:

Responsible for overseeing the delivery of a social and recreational programs within a designated Boys & Girls Clubs of Oakland Clubhouse. Plan, develop, oversee implementation and supervise departmental programs and program staff.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of designated Clubhouse social recreation programs and activities that support Youth Development Outcomes:
 - Establish Clubhouse program objectives consistent with organizational goals and mission.
 - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
 - Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

2. Establish and maintain Clubhouse social recreation program goals and settings that insure the health and safety of members. Ensure that departmental staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that Club equipment is maintained in good working condition.
3. Ensure the evaluation of Club social recreation programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
4. Control departmental and other assigned program and activity expenditures within approved budget.

Supervision

5. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
6. Oversee proper record keeping and reporting including: activities and events conducted, breakdowns of daily participation figures, notable achievements, and any problems/issues.
7. Ensure productive and effective performance by all program staff and volunteers.

Marketing and Public Relations

8. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.

