



Job Title: Director of School Services
Job Type: Exempt; Full-time
Job Location: BGCC Admin Office: 1950 E. 220th Street, Suite 207
Carson, CA 90810
Reports to: VP of Operations

Boys & Girls Clubs of Carson's Mission:

The Boys & Girls Clubs of Carson (BGCC) offers our young people a safe environment where they can have fun and be themselves, dedicated adult mentors who respect and listen to them, and outcome-based programs that empower youth to become lifelong learners.

Job Summary

The Director of School Services will be responsible for managing overall operations of school sites with the primary concern for ensuring consistent standards for school sites' programming and service delivery, supervision and training of staff, facility maintenance/management, community relations and membership administration, etc. Directly supervises school Site Directors and Coordinators and advise them in the areas of volunteers, site management, personnel issues, budget development, and programs.

KEY ROLES (Essential Job Responsibilities)

Leadership

- Provide leadership and direction to Site Directors/Coordinators in the management of their designated sites.
- Frequently visit sites, monitor site and staff progress and support as needed.
- Ensure an environment that facilitates achievement of Youth Development Outcomes.
- Work with Director's to oversee and successfully implement matrix management strategies.

Strategic Planning

- Ensures the development and implementation of a yearly planning process for school sites' operations and programs, including the development of annual program objectives.
- Ensures quality improvement of programs by overseeing program evaluations and monthly reports.
- Ensures all school site programs and events comply with LAUSD policies and procedures.
- Compiles monthly school statistical reports reflecting all activities, attendance and participation.
- Serves as a liaison for school sites and keep the VP of Operations advised of activities and needs of sites.
- Ensures administrative and operational systems are in place, overseeing the maintenance and operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
- Recruits, selects, manages and provides career development opportunities for staff.

Finance

- Manages financial resources, overseeing the development of sites' annual budgets.

- Controls expenditures against approved annual budget; make program expenditure recommendations and budget adjustments to VP of Operations.

Partnership Development

- Develops collaborative partnerships with LAUSD personnel, school administrators, civic groups and social service agencies within the community.
- Develops and maintains public relations, promoting and stimulating membership within the school sites.

Relationships

- Maintains close, daily contact with staff to interpret and explain organization mission, program objectives, discuss issues, and provides/receives information.
- Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize sites.

Additional Responsibilities

- May assist in the administration of programs by overseeing program operations at each location; ensure the completion of required reports in compliance with BGCC and other entities; and prepare required interagency reports.
- May be responsible for managing human resources systems including employee relations, compensation and benefits, training and development.

Skills/Knowledge Required

- A minimum of a Bachelor's degree from an accredited college or university, or equivalent experience. A Master's Degree preferred.
- 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, with an additional two years' experience at the Branch Director level, or equivalent experience.
- Thorough knowledge of youth development philosophy.
- Demonstrated ability to work in communities where diverse populations reside.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.
- Strong communication skills, both verbal and written.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with members' discipline problems.
- Working knowledge of budget preparation, control, and management.
- Demonstrated leadership skills.

ENVIRONMENT AND WORKING CONDITIONS

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

PHYSICAL AND MENTAL REQUIREMENTS

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

APPLICATION INSTRUCTIONS:

For consideration, apply online at www.bgccarson.org/careers. Applicants will be contacted by a hiring manager should they wish to schedule an interview. All submissions must have a Resume and Cover Letter. No phone calls please.