



Title: Program Director

Department: Programs

Reports To: Sr. Director Elementary or Area Director

Status: Non-Exempt, Full Time 30 – 40 hours

Compensation: \$21-\$26 per hour

Benefits: 401K matching, Health, Dental, Vision, Life insurance, Paid Time Off, and Paid Holidays

ABOUT US:

The Boys & Girls Clubs of Sonoma Valley is a mission-driven, forward-focused organization committed to partnering with schools and other community organizations to provide youths 6 – 18 years of age with positive opportunities to learn, succeed and discover their full potential.

JOB DESCRIPTION:

We are looking for a motivated and inspiring Program Director to lead and manage our after-school program at one of our sites in Sonoma Valley, CA. Under the supervision of our Sr. Director or Area Director, the Program Director will lead a team of Program Assistants and Teen Interns to develop, execute and evaluate active, engaging, and impactful learning experiences for children 6-18 years of age. Priority focus on supporting engaged learning, literacy, whole-child development, and building a thriving community of program staff and members.

The ideal candidate will be an upbeat, collaborative, and proactive problem-solver, intrinsically motivated to exceed expectations and contribute to our collective goal of positively impacting the youth we serve.

DUTIES AND RESPONSIBILITIES:

- Determine goals for school site programs based on student and partner needs, and design activities to achieve them in alignment with the ASES grant requirements
- Manage all aspects of the after-school program, ensuring high-quality learning and youth development experience for all participants; provide last-minute coverage in programs if needed
- Act as coach - inspiring and coaching staff to give their best each day to support students and build a community of learners
- Support and conduct informal and formal program evaluation
- Select, train, and manage staff, including evaluating and assessing their needs for ongoing professional development
- Manage staff schedules, ensuring adequate coverage and staff to student ratio
- Create a positive work atmosphere of teamwork
- Set high expectations for staff and students and ensure follow-through to stated expectations
- Ensure that all staff adhere to BGCSV and school behavior, discipline, and safety policies
- Compile data and track students for program evaluation and reporting to BGCSV, the school district, and CDE
- Collect and maintain records about program implementation and impact
- Follow and enforce all BGCSV policies and guidelines
- Support BGCSV events, initiatives, and general organizational needs
- Execute and participate in special events and field trips as needed



**BOYS & GIRLS CLUBS
OF SONOMA VALLEY**

- Collaborate with school staff, BGCSV Directors and Coordinators, and the VP of Program Operations to ensure that programming is aligned with the missions of the school, the district, and BGCSV
- Coordinate programming with partner organizations and volunteers
- Develop and maintain a strong relationship with school staff, including regular check-ins with the principal and academic coordinator
- Build solid relationships with parents by leading parent orientations and meetings (ideally in English and Spanish); connecting daily at pick-up time; making phone calls regarding student attendance, attitude, and participation; encouraging participation in BGCSV and school celebrations; and organizing workshops, family nights, or other events that increase parents' connection to and involvement in their child's school and education
- Effectively manage annual site budget
- Work on special projects as part of the team of Directors
- Work together and share lessons learned with other site leaders across the organization
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Collaborative, creative thinker passionate about working with children and motivated to make a difference
- Successful experience leading a team
- A demonstrated ability to coordinate, inspire, engage, and motivate staff and children from various age groups and backgrounds
- Familiarity with effective teaching methods, positive discipline, and ability to design programs to meet the learning needs of youth 6-18 years of age
- Excellent communication skills (written and oral) with youth and adults
- Ability to work well with supervisors, peers, staff, and the community
- Knowledge of child and youth development characteristics, learning styles, and appropriate approaches
- Ability to develop and implement a play-based Kindergarten enrichment program
- Knowledge of CA school system, CCSS, Expanded Learning standards, and youth development and educational trends
- Ability to work effectively with schools, parents, and others in the community to support students' learning and developmental needs
- Capacity to develop, execute and iterate innovative ideas
- Ability to advocate for our program to internal and external audiences (school, community & parents)
- Ability to pass a DOJ fingerprint clearance; Ability to be CPR and First Aid certified; Ability to provide a negative Tuberculosis test
- Ability to pass the Sonoma Valley Unified School District's Instructional Aide test with at least 70%

DESIRED QUALIFICATIONS:

- Boys & Girls Clubs experience
- Four-year degree in a related field from an accredited college/university or equivalent experience
- Experience with implementing impactful literacy programs
- Bilingual