



## POSITION DESCRIPTION

---

**TITLE:** Program Leader

**REPORTS TO:** Area Director

**POSITION:** Non-Exempt Part Time

### **PRIMARY FUNCTION**

Responsible for the daily delivery of quality service, communication and organization of the members, parents, and guests. Assists with the development and delivery of services and programs to the members.

### **KEY ROLES (Essential Job Responsibilities)**

#### **Leadership**

- Ensure an environment that is organized, professional and efficient
- Provide members with quality experiences
- Assure that the club has an environment that facilitates the achievement of youth

#### **Strategic Planning**

- Contribute to the planning and implementation of the strategic plan
- Ensure commitment to quality improvement

#### **Resource Management**

- Communicate with members, parents and community to develop resources
- Ensure that members are tracked and information reported as directed
- Ensure a productive work environment

#### **Program And Service Management**

- Ensure that members are provided a safe and positive environment
- Ensure a clean and organized work environment

#### **Marketing And Public Relations**

- Communicate with parents, schools and the community as needed to develop a strong presence of the club in the community

### **ADDITIONAL RESPONSIBILITIES:**

1. Ensure that all members are supervised at all times
2. Understand and follow all club procedures
3. Keep all assigned work areas organized and clean
4. Assist with reporting and data collection as needed.
5. Assist with special events as needed.
6. Develop and implement high yield learning activities and programs
7. Other duties as assigned.

## **RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with club members and parents. Communicates with parents for events, meetings and other needs. Develops collaborative relationships with peers to work as a team to provide quality services for the members.

**External:** Maintains contact with external community at events and outreach opportunities. Able to communicate with school teachers and personnel as applicable.

## **SKILLS/KNOWLEDGE REQUIRED:**

- Must be 18 years
- Able to meet NCLB requirements of four year degree, two year degree, from accredited college, and/or applicable college credits.
- Strong organizational skills
- Experience with filing, answering phones and public interactions.
- Strong communication skills, both oral and written.
- Ability to deal effectively with members and parents.
- Must have computer experience and/or the capacity to learn the necessary software to perform the function of the job.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and stand for extended periods of time. The employee is required to use the computer for extended periods of time. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include depth perception. The employee is required to sit for periods of time to perform functions on the computer.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, and extreme cold. The noise level in the work environment is usually moderate.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**It is the policy of the Boys & Girls Club of Lake Tahoe to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.**