



**BOYS & GIRLS CLUBS  
OF OKLAHOMA COUNTY  
POSITION DESCRIPTION**

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**TITLE:** High School Programs Director

**REPORTS TO:** Memorial Park Unit Director

**DIRECT REPORTS:** High School YDPs

**WORK SCHEDULE:** Full-time, Exempt; generally scheduled between 11:00a-7:00p Monday-Friday. Occasional evening/weekend duties related to HS events.

Exempt

Non-Exempt

**PRIMARY FUNCTION:**

The High School Programs Director is responsible for recruitment and coordinating the planning, development, implementation and evaluation of a broad range of programs for High School aged youth, including programs in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts and Sports, and Fitness and Recreation. This position is also responsible for providing leadership and supervision to program and volunteer staff, and managing budgets and controlling expenses as assigned. He/She/They will also plan and execute activities scheduled for members, keep up to date rosters of all registered HS members, ensure consistent development of HS member career exposure and other opportunities in general and per member interest, and will oversee HS member recruitment.

**KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):**

Leadership/Supervision

- Oversee staff and volunteers responsible for the implementation and delivery of HS programs and activities that facilitate achievement of Youth Development Outcomes for HS members at Memorial Park.
- Develop commitment from members to ensure active participation in Programs and Activities.
- Empower members to be leaders through positive role modeling.
- Lead the organization and the community in pulling resources together on behalf of Boys & Girls Clubs HS as well as others in public high schools in the county, with the goal of breaking down barriers to their success.
- Facilitate Grant Required Activities and National Program objectives in HS programming.
- Provide recognition to members through positive validations, healthy incentives, and affirmation on a regular basis.
- Provide leadership at special programs and/or events.
- Provide training, orientation, on-going feedback, and recognition for HS YDP's and volunteers for special programs.
- Track and monitor HS members progress and report information to appropriate staff for software data input.
- Serve as liaison for adult support systems (mentors, parents, school counselors, etc.) assigned to HS members.

### Program Development and Implementation

- Develop and implement a plan for the recruitment and retention of HS members.
- Increase and maintain HS membership.
- Oversee HS programs including recruitment and recognition.
- Create measurement tools for assessing career interests and possibilities for high school students.
- Monitor and evaluate programs, services and activities to ensure safety of HS members and appearance of the facility at all times.
- Understand and direct emergency procedures including appropriate drills.
- Manage performance of assigned staff in achieving goals, providing technical assistance in program design, development and program operations
- Plan and implement a staff development and training program for our HS programs, including team building/morale boosting opportunities.
- Ensure completion of required reports and preparation of any interagency reports & ensure all reports and preparation are saved to the organizations servers.
- Work with administration and development staff to create grant opportunities aligned with program goals.
- Work with Pathways Director to create wrap-around services for the HS members served with specific progression of programs related to academics, career exploration and post-high school educational opportunities.
- Provide resources and support for parents of Club HS members.
- Develop relationships with community resources for HS members.
- Create a model that can be utilized outside Club walls working with high school counselors, community partners, parents and others.
- Develop curriculum specific for each grade level 8-12 and a schedule for various types of support/intervention at each stage.
- Market and promote the new HS Center and teen programs to prospective business partners and supporters within the community.

### Communication

- Maintain daily contact with staff, including full time, part time, admin, program and volunteers, to discuss issues, challenges and opportunities; provide and receive information as warranted; Provide guidance and discipline to members; maintain regular contact with Program Directors in other Clubs within the same organization.
- Provide impact results including National Youth Outcomes Initiatives (NYOI), with a goal of increasing Optimal Club Experience scores at all sites each year.
- Work well as part of a team as demonstrated by respectful interactions, assuming fair share of work, communicating directly (avoiding gossip), and approaching constructive criticism with a learning attitude.
- 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

- Maintain contact with other youth-serving agencies and parents of members and other youth served.
- Network with community providers to assist youth with support services.
- Maintain bgcokcteens Instagram account and any other applicable social media accounts.

**ADDITIONAL RESPONSIBILITIES:**

- Assist and occasionally oversee special programs and/or events. Participate in the implementation of other activities, if necessary.
- Support administration and development staff in community and donor outreach.
- Assume other duties as assigned.

**GENERAL BOYS & GIRLS CLUBS OF OK COUNTY EXPECTATIONS:**

- Safe Spaces—Every staff member shares the responsibility for ensuring BGCOKC is, and remains, an environment free of sexual, physical and or emotional abuse.
- Modeling Healthy Behavior—teaching youth/HSs the importance of living an active, healthy lifestyle is a BGCOKC priority. As a result, all staff is expected to model healthy behavior while working with our members including modeling healthy relationships with co-workers through teamwork.
- Inclusive Environment—BGCOKC values creating youth-friendly environments where youth/HSs of all abilities can be successful and participate. BGOKC expects employees to embrace its focus on including of all members, regardless of disability or developmental challenge.
- Continuous Learning—Building the capacity of staff is central to BGCOKC. The organization encourages and requires that all staff participates in annual professional development opportunities that continue to cultivate their skills in the youth development field.

**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelors' Degree
- Strong communication and presentation skills, both verbal and written
- Demonstrated organization, staff and project management abilities
- Ability to collaborate with and motivate HSs, club staff, parents and community partners

**SKILLS/KNOWLEDGE PREFERRED:**

- Prior Boys & Girls Club experience
- Master's Degree in Youth Development related field
- Program & Budget Management
- CPR and First Aid Certifications

**PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

- The job requires working, standing, bending, turning, reaching, talking, listening; works in a clean, well-lighted, heated and ventilated building.
- Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities, and effectively communicate with a variety of audiences in various settings.