



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

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**TITLE:** Pathways Programs Director

**REPORTS TO:** Vice President of Operations

**DIRECT REPORTS:** Pathways Coordinator and Pathways YDP

**WORK SCHEDULE:** Full-time, Exempt; generally scheduled between 10:00a-6:00p Monday-Friday.

Occasional evening/weekend duties related to events.

Exempt                       Non-Exempt

**PRIMARY FUNCTION:**

This position is responsible for creating and implementing a program designed to focus on the development and coaching of soft skills, workforce development, job coaching, job placement and college and/or career paths of high school and middle school members of the Boys & Girls Clubs as well as other youth in the community and the building blocks necessary to achieve them. The position was created to propel the organization into more intentional and specific support for high school teens and has added the middle school population with emphasis on preparing them for success after postsecondary education.

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

Leadership

- This person will lead the organization in creating a model for developing resources for high school teens that help them identify long-term career goals and the steps needed to reach those goals.
- The Pathways Director will lead the organization and the community in pulling resources together on behalf of Boys & Girls Clubs teens as well as others in public high schools in the county, with the goal of breaking down barriers to their success.

Program Development and Implementation

- Create and deliver measurement tools for assessing career interests and possibilities for high school and middle school students.
- Work with Club staff to create wrap around services for the teens 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 teens.
- Develop relationships with community resources for teens.
- 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 5-12 and a schedule for various types of support/intervention at each stage, which includes soft skills.

- Work with administration and development staff to create grant opportunities aligned with program goals.
- Track outcomes and report data for outcomes in a timely manner.
- Exceed expectations on grants and grant deliverables, with the expectation that we will remain compliant on all grants.
- Support the implementation of the BGCA program Youth of the Year and Junior Youth of the Year.

#### Communication

- Provide regular communication to administrative, development and Club staff regarding Pathways program activities at the Club and in the community.
- Provide impact results including National Youth Outcomes Initiatives (NYOI), with a goal of increasing Optimal Club Experience scores from teens at Memorial Park Club.
- 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.

#### **ADDITIONAL RESPONSIBILITIES:**

- 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/teens 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/teens of all abilities can be successful and participate. BGOKC expects employees to embrace its focus on including 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 participate in annual professional development opportunities that continue to cultivate their skills in the youth development field.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's Degree in youth development related field required, Masters' Degree preferred.
- Experience working directly with colleges with a knowledge of admissions and financial aid.
- Strong communication skills, both verbal and written.

- Demonstrated organization and project management abilities.
- Ability to collaborate with and motivate teens, club staff, parents and community partners.
- Experience working directly with youth, or young adults.

**SKILLS/KNOWLEDGE PREFERRED:**

- Prior Boys & Girls Club experience
- Program & Budget Management
- CPR and First Aid Certifications
- iCap knowledge
- Strong presentation skills

**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.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Interested applicants should send a resume and salary range to Yolanda Roberson, HR Director, at [yroberson@bgcokc.org](mailto:yroberson@bgcokc.org).