



Branch Director needed for Traditional Boys & Girls Club.

Position is Full time @ \$15.00/hr. August 2021 start date.

We are looking for an energetic and passionate person to manage our El Pomar Boys & Girls Club with ages 6-18. We provide amazing opportunities and programs for our members. We need someone who is excited as we are to make a positive impact in their lives!

Requirements:

- Have a degree in Education or a Human Relations field, w/verifiable hours working with children.
- Manage and maintain club building and vehicles.
- Manage and fulfill requirements for grants and grant reporting.
- Manage branch staff, volunteers, and ensure that appropriate interactions are taking place between club members and staff, and volunteers. Also, conduct weekly staff meetings to keep staff up to date on organizational information and give quarterly staff evaluations.
- Documentation/reporting of attendance to the Accounts Receivable (AR) specialist and Director of Operations (DO).
- Collect and keep accurate financial records and communicate with both parents and the AR specialist.
- Making sure that programs/activities are being run and documented on a weekly basis. A monthly site report is completed on programs and turned into the Director of Operations.
- Ensure administrative and operational systems are in place to maintain the operation of the physical property and equipment of the club, including the use of the facility by outside groups. Ensure compliance with organizational policies.
- Create a relationship with and steward the schools in the area and stay in communication continuously.
- Submit to fingerprinting and a criminal background check; complete training provided by our organization in CPR, First Aid, Medications Administration, and Universal Precautions.
- All employees upon job acceptance must submit to a criminal background check, and ongoing background checks throughout employment.
- All employees must pass a drug test. (Marijuana Included)
- Perform all other job-related duties as assigned.

About Boys and Girls Club of the Pikes Peak Region

The Boys & Girls Club of the Pikes Peak Region has served the community since 1888 – 132 years. Our organization is also the oldest Club west of the Mississippi River and the eighth oldest Club of more than 4,300 worldwide. During our 132-year history, our organization has devoted itself to providing the youth of the Pikes Peak Region with a safe place to learn and grow. We operate two after school youth development programs and four before & after school childcare programs in the Pikes Peak Region, serving approximately 1,300 youth with nationally acclaimed programming.