

TITLE: Youth Club Manager

DEFINITION: Under supervision of building principal, directs/manages overall daily operations of the Youth Club with primary concern for programs and service delivery, supervision of staff, facility management, community relations and membership administration.

QUALIFICATIONS:

1. Associates degree or highly qualified according to NCLB
2. Computer experience required
3. Strong written and oral communication skills required
4. Proficient word processing skills
5. Experience working with children
6. Ability to establish and maintain cooperative relationships with students, parents and staff

REPORTS TO: The building principal

JOB GOALS:

To maintain the Youth Club as a vibrant, attractive club where students can have a positive experience.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Establish, monitor and evaluate Club programs, activities and services that prepare youth for success and that creates a club environment that facilitates achievement of program goals and allows for drop-in members.
2. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained properly.
3. Recruit, assign, and supervise volunteers, program assistants and/or youth to programs and special events.
4. Maintain proper records for program planning and reflection, evaluation, daily attendance, membership registration, and program participation.
5. Manage Club's financial resources, assisting in prioritizing expenditures.
6. Purchases supplies as needed through District process. Encourage staff and members to use equipment and supplies in frugal manner.
7. Confer regularly with the Principal to keep him/her informed of problems, concerns, needs, trends and unusual circumstances within a timely and regular manner.
8. Participate in School/District meetings as needed.
9. Participate in periodic assessment of own performance and develop own goals and objectives with Principal.
10. Attend trainings and other developmental/professional growth opportunities as time and resources allow.

11. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
12. Assume other duties as assigned.

TERMS OF EMPLOYMENT:

1. Number of days as per appointment letter.
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED:

REVISED:

WRITTEN: October 12, 2009

STAFF HANDBOOK: