



Club Manager

Reports to: Assistant Program Director

Classification: Exempt

Supervises: Program Staff Functions and Volunteers

Pay Range: \$45,000 - \$48,000

Summary

This position is responsible for overseeing all NBGC organizational programs administered at the Linne Elementary during in session school days. The Club Manager must ensure the safety of all members and staff.

Essential Functions

- Recruit, train, and supervise program staff.
- Responsible for all programs that are oversaw at a local school including but not limited to: schedules, registration forms, reports, snack distribution, and grant deliverables.
- Organize program data to be presented to Program Director.
- Ensure that program staff are current and up to date with certifications (i.e., CPR, Epi Pen, etc.).
- Guarantee that all staff are engaged and safe in a clean and inviting atmosphere.
- Volunteer management: Attest that all staff and volunteers are background checked as required.
- Maintain program registration database and ensure data is accurate and current.
- Support NBGC's culture by contributing to the development of both individual and team members to create a high-performing environment to achieve and exceed Organization goals.
- Form and manage relationships / agreements with external vendors / partners, including local CPS administration.
- Create and execute budget specific for local School Based program.
- Assist with summer day camp.
- Create an annual calendar of events and vital registration and class/league dates for out-of-school, athletic, and leadership programs.
- Evaluate overall program performance by gathering, analyzing, and interpreting data and metrics. Outcome measurements must be used to assess all programs and services.
- Participate and facilitate staff meetings and trainings.
- Confirm that program staff and leaders receive evaluations as directed.
- Other duties as assigned.

Required Qualifications

- Bachelor's degree in marketing, business, non-profit administration, or related field and/or a combination of education and direct work experience in a developing non-profit organization representing five plus years performing duties and responsibilities in similar position.
- Proven results in all aspects of Organizational programs.
- Outstanding written and oral communications skills.
- Extraordinary customer service and managing volunteers.
- Knowledge of youth development best practices.
- Performing an analysis of mission effectiveness to ensure program quality is meeting and/or exceeding goals.
- Previous work experience in outcome measurements and grant deliverables.
- Ability to travel to events and attend external and internal activities planned by the NBGC and/or other groups and organizations that support the overall mission of the NBGC.

- Proven networking, command of social media, and delivering platform presentations proficiency.
- Advanced skill level in MS Office Suite, Publisher and other donor management software applications.
- May lift 15 pounds without assistance, occasionally up to 50 pounds with assistance.
- Physical ability to perform tasks that may require prolonged standing, sitting, and other activities necessary to perform job duties including but not limited to some running and other active activities.

Competencies

Communication	Perseverance	Creativity
Interpersonal Relations	Problem-solving	Detailed-oriented
Collaboration	Motivation	Organization
Industry knowledge	Leadership	Initiative

Working Conditions

- This is a full-time position M-F 10:30AM-6:30PM on school days. Morning, evening, and weekend work as required on non-school days. Occasional travel as necessary.
- This position requires being outdoors 50-75% of the time depending on the season

To Apply

Email a resume to resumes@nbgc.org. No calls please.

Equal Employment Opportunity (EEO) Employer

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.