



## **Program Leader \* Boys & Girls Clubs of Town of Walkill, Inc. Monticello, NY**

**Overview:** The Boys & Girls Clubs of Town of Walkill, Inc. is seeking a Part-time Program Leader at the Monticello High School.

The Program Leader is responsible for managing the overall daily operations of the assigned Club, with the primary responsibility for planning and implementing programs, services and activities for Club members in grades K-12. Program management will include adherence to guidelines/regulations for a maintaining a NYS licensed childcare program and implementing Boys & Girls Clubs of America standards. The Program Leader is also responsible for staff supervision and facilities management. Additionally, they are responsible for building relationships with parents, schools and additional members of the organization.

Manage daily operations of the assigned Club and prepare all attendance, participation, community service and any other required reports.

Create an environment that facilitates the achievement of Youth Development Outcomes by promoting and stimulating program participation and providing guidance and role modeling to members.

Manage/delegate appropriate responsibilities to program staff.

Maintain Club rules for all Club members and staff.

Act as primary contact between the assigned Club and the building Principal. Develop a positive relationship with school district personnel and maintain facilities in accordance with the Building Usage Agreement.

Organize, direct and implement lesson plans, calendars and curriculum for a diverse Boys & Girls Club program, including the implementation of the Boys & Girls Clubs of America programming in each of the 5 core program areas at least once a week.

Assume responsibility for the implementation and execution of the yearly performance benchmarks associated with the assigned Club/age group.

Facilitate regular program staff meetings. Assist with staff development and evaluations as needed.

Participate in regular Program Leader meetings and the development or implementation of special events, initiatives, etc. Attend staff development trainings as necessary (15 hours annually)  
Develop and maintain strong working relationships with parents and families of Club members.  
Assume other duties as assigned.

**Skills needed to perform the job**

Ability to establish effective and positive relationships with youth, Club Staff and community groups and agencies

Organizational Skills

Strong Written and Oral Communication

Interpersonal skills

Team Player

Multitask

**Requirements:**

2 Years Experience, experience in working for a nonprofit or youth development agency preferred

High School Diploma

CPR and First Aid Certified

**Shift and Salary;** This is a part-time position, Monday, Wednesday, and Friday, 2:00 PM to 6:00 PM, \$18.00 hourly.

**To apply** contact Barbi Neumann-Marty by email at [bneumann@bgcorange.org](mailto:bneumann@bgcorange.org) or by calling 845-342-8833