

## Program Director - Ellettsville

POSITION: Full-time youth development professional

WORKING HOURS: Monday through Friday (10:00am to 6:00pm, weekends and additional hours as necessary)

VACATION/SICK DAYS: "Personal Time Off" details outlined in Employee Manual

BENEFITS: Health, life, and long-term disability insurance. Pension plan established after one year of service.

HOLIDAYS: Paid days off, as outlined in Employee Manual

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

START DATE: February 26, 2018

BASIC JOB FUNCTION: Responsible for overseeing the delivery of a broad range of programs within the Ellettsville Unit, that focus on improving Academic Success, Character & Leadership, and Healthy Lifestyles. Plan, develop, oversee implementation and supervise programs and program staff. Responsible for implementing, ensuring quality and execution, and conducting enriching program activities for youth both inside and outside of the unit.

EDUCATION/EXPERIENCE REQUIREMENTS: Four year degree from an accredited college or university, or equivalent experience. A minimum of two years' work experience in a Boys and Girls Club or similar youth organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Extensive youth development experience and the ability to effectively lead large groups of young people.

ESSENTIAL JOB FUNCTIONS: Establish unit program objectives consistent with organizational goals and mission. Oversee the provision of day-to-day program activities in accordance with established standards and goals. Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s). Demonstrate leadership to assure conduct, safety and development of members.

1. Program Development and Implementation
2. Maintain Positive Internal and External Relationships
3. Prepare Youth for Success
4. Work well with a team.

**Interested and qualified applicants should send their resume and cover letter to Human Resources at P.O. Box 1716, Bloomington, IN 47402 by February 20, 2018.**