



Position: Director of Morning Enrichment and Summer Camp (Full-Time)

Supervisor: Director of Program Operations

Department: Core Staff

Hours: Start as early as 7 a.m. - as late as 6 p.m.

Salary/Rate: \$40,000

Location: Multiple locations (Price & Washington Elementary, Clubhouses and Camp Hogan)

General Function: Director of Morning Enrichment and Summer Camp is responsible for overseeing the planning, development, implementation, and evaluation of a broad range of programs for youth. The Director will be responsible for the day-to-day operations of Camp Hogan, as well as the morning programs at participating elementary schools. Major responsibilities will include scheduling, supervising staff, and addressing parents. This position is on call and is the point person for both programs. This position requires strong leadership, organizational, supervision, communication, creative qualities, and ability to work independently. Director of Morning Enrichment and Summer Camp will recruit members, provide leadership and supervision to program staff and volunteers, and build a professional and positive image of the Boys & Girls Club of Lancaster in the community.

Expectations:

Staff Supervision

- Recruit, train, and manage program staff, interns, and volunteers
- Create an atmosphere of growth and cooperation
- Maintain clear, accurate communication about schedules and expectations
- Ensure that professional ethics and rules of conduct are followed
- Conduct program observations that are objective and consistent
- Provide constructive, meaningful feedback to staff
- Hold weekly staff meetings with opportunities for professional development
- Fill in for staff during shortages to minimize interruption of scheduled programs

Youth Development

- Engage members with a high level of enthusiasm and energy
- Inspire students to make good choices about their educational, personal, physical, social, and emotional needs
- Promote and motivate participation in activities
- Be a responsible and positive adult role model
- Provide recognition to students through positive validations and affirmation on a regular basis
- Inspire students to make good choices about their educational, personal, physical, social, and emotional needs
- Help students stay on-task and focused on the lesson
- Use positive redirection to handle behavioral issues; coach staff to do the same



Camp

- Maintain a clean and safe camp site; ensure that facilities are meeting all regulations
- Assist with planning and facilitating staff trainings
- Supervise and support all camp staff, interns, and volunteers
- Plan, prepare, and facilitate daily, age appropriate programs for campers, ages 6-10
- Manage use of supplies equipment; keep daily inventory of supply and equipment needs
- Maintain proper records, including incident reports, health forms/ waivers for each camper, and end of week/session behavior management reports and medical reports
- Prepare and submit all paperwork on a daily basis; use established system for communication with other staff
- Build relationships with parents and campers and act as a liaison to the local community
- Serve as an additional driver as needed

Reporting

- Prepare regular statistical and narrative reports reflecting activities, attendance, and participation; conduct ongoing program assessment and evaluation
- Observe procedures for recording and reporting incidents and suspected child abuse
- Operate the Clubhouse within the approved budget restrictions

Safety

- Protect the health and safety of youth, families, and personnel
- Ensure proper use, maintenance and safeguarding of facilities, equipment, and property
- Set clear boundaries for Club members by enforcing Club rules and policies
- Maintain a clean, organized, and safe work environment
- Maintain licensing compliance

Professionalism

- Plan and adhere to the program schedule
- Accurately track program attendance and outcomes
- Complete assigned tasks on time with minimal supervision
- Attend and make a positive contribution to team meetings and staff trainings
- Maintain smooth flow of communication with other directors, staff, and volunteers
- Be a valuable addition to the the community school culture
- Communicate to supervisor and direct reports in a professional manner with mutual respect

COVID-19 Safety

- Follow all BGCL COVID-19 safety guidelines
- Hold youth, staff, and visitors accountable to BGCL COVID-19 safety guidelines
- Undergo daily wellness screening with health questionnaire and temperature checks
- Wear a mask when indoors or within 6-feet of others
- Only facilitate BGCL-approved COVID-19 activities (some recreational or supply-sharing activities may be off-limits due to safety precautions)



Qualifications:

- Four-year degree from an accredited college or university preferred (an equivalent combination of education/experience may be substituted on a year-for-year basis)
- Minimum 3 years of experience in youth development or education
- Minimum 2 years of experience in supervising professionals
- Valid Driver's License; able to travel between locations independently
- Familiarity with the diverse population that the Boys & Girls Club of Lancaster serves

Skills:

- Ability to adjust to a fast pace of work, think on your feet, and use common sense
- Ability to relate to and motivate teens
- Ability to resolve conflict and manage behavior
- Ability to communicate effectively with families, staff, volunteers, and Club supporters
- Ability to plan activities that are meaningful, taking age into consideration for the daily schedule
- Understanding of budget preparation, control, and management

Physical Requirements/Work Environment:

- Ability to stand for long periods of time
- Ability to watch and listen to youth activities
- Ability to move easily across a variety of indoor and outdoor surfaces
- Ability to bend and lift a minimum 50 pounds

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Other duties assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.

Employee Name (printed): _____

Employee Signature: _____

Date: _____

Date Reviewed with Supervisor: _____

Employee Initials: _____ **Supervisor Initials:** _____