



POSITION DESCRIPTION

TITLE: Chief Housing Officer

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Administration

REPORTS TO:

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

Directs and manages Club-wide operations of a broad range of programs partnerships and initiatives under the Public Housing sites. Ensures overall daily operations of PH sites are under the control of the organization with the primary concern for a comprehensive, outcome-driven program and service delivery, supervision, and training of staff (direct and indirect reports), personnel issues, management of a facility, develop and actively engage and support the community relations and partners. Plan, develop and oversee implementation of activities, programs, and partnerships under the Public Housing sites. Develop and implement community partners and recruitment plans and efforts to continue to increase attendance and participation throughout the sites.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Oversee the provision of day-to-day program activities in accordance with established standards and goals.
2. Establish programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes.
3. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
4. Provide Mentoring, Leadership and Supervision to assure proper conduct, safety and development of participants in line with our mission.
5. Demonstrates leadership to assure conduct, safety and development of members and staff.
6. Admin duties to include quarterly reporting to HACLA, weekly reporting to Executive team, ensure proper tracking of data and outcomes as requested.

Strategic Planning

7. Ensure site leads are: Planning, developing, implementing and evaluate overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Ensure staff compile regular reports reflecting all activities, attendance and participation.
8. Ensure proper recruitment plan is in place to maintain ADA between 80-100 members throughout the year for Ramona Gardens and Estrada Courts/ William Mead to serve 60 ADA.
9. Ensure the evaluation of Club programs/staff on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.

10. Other duties as assigned will be required as well. You must be flexible as determined by the needs of the program (occasional Saturdays and late night hours, events).

Partnership Development

11. Develop ongoing partnerships with parents, community leaders, RAC, and organizations.
12. Ensure HACLA partnership is in place and working alongside same vision and goal as it pertains to our BGC Clubhouses.

Marketing and Public Relations

13. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

Facilities and Maintenance

14. Ensure staff adherence to appropriate safety procedures
15. Ensure that facilities, equipment and supplies are maintained.
16. Ensure facilities are welcoming and proper maintenance is happening.

ADDITIONAL RESPONSIBILITIES:

1. Always practice and lead with kindness, respect and compassion.
2. Purchase or approve purchase of supplies and equipment.
3. Work with staff on special events to carry out programs in all departments.
4. Assume other duties as assigned.
5. Develop and maintain relationship to increase club visibility within club and community

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Has regular contact with members as needed to discipline, advise, and counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of five years work experience in a Boys and Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong project management, administrative and organizational skills. Strong communication skills both oral and written.
- Ability to recruit, train, supervise, and motivate staff.

- Ability to deal effectively with members including discipline problems.
- Demonstrated ability in working with young people, parents and community leaders.
- Submit to a fingerprint background check, submit a clean DMV H6 report form and CPR/First Aid Certification.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Able to climb stairs, lift items and perform active programming needs. Ability to perform any other position duties throughout the site.

SALARY RANGE: \$70,000.00 - \$75,000.00

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.

Signed by: _____

Date: _____

Approved by: _____
Supervisor

Date: _____