



## POSITION DESCRIPTION

**TITLE OF POSITION:** Director of Operational Outreach

**REPORTS TO:** Chief Operating Officer

**FLSA STATUS:**  Exempt  Non-Exempt

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### PRIMARY FUNCTION:

Identify and create opportunities to build public awareness of Club services and community outreach through youth engagement, programs and activities. This position would encompass program operations and programs for the main site and working with Kindness Programming as it relates to pop-up services.

Adapt or create collateral and program planning around Pop Up services for promoting upcoming events or program activities, funder engagement opportunities. Evaluate success of program and Pop-Up services.

### KEY ROLES (Essential Job Responsibilities):

#### *Leadership*

1. Develop and implement/calendar and program schedule around Pop Up programming to build awareness and support of the Club, programs, services and activities.
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, safety protocols are being supported and in place.
4. Provide Mentoring, Leadership and Supervision to assure proper conduct, safety and development of participants in line with our mission.

#### *Strategic Planning*

5. Contribute to operational strategic planning of Pop Up concepts and program planning and activities.
6. 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).

7. Plan, develop, implement and evaluate overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.
8. Ensure proper recruitment plan is in place to maintain ADA between 90-100 members throughout the week with proper attendance tracking with membership Pop Up cards.

*Pop- Up Facilities and Maintenance*

9. Ensure adhere to appropriate safety protocols.
10. Ensure that facilities, equipment and supplies are maintained.
11. Ensure Pop-Up facilities are welcoming and proper maintenance is happening.

**ADDITIONAL RESPONSIBILITIES:**

1. Always practice and lead with kindness, respect and compassion
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. 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).

**SKILLS/ KNOWLEDGE REQUIRED:**

- College degree or equivalent.
- Strong project management, administrative and organizational skills. Strong communication skills both oral and written.
- Able to manage multiple priorities and be attentive to details. Ability to deal effectively with members including discipline problems.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Obtain a Class B license and operate the RV in a safely manner following protocols.

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.

**SALARY RANGE: \$40,000 - \$50,000 per year DOE**

**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.

Boys & Girls Club of West San Gabriel Valley & Eastside  
Pop Up Community & Outreach Director Job Description

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Chief Executive Officer Date