

BOYS & GIRLS CLUBS OF CENTRAL MN
Position Description

Job Title: **Manager of KIDSTOP Operations**

Department: KIDSTOP/Operations

Reports To: Director of KIDSTOP Operations

FLSA Status: Full time/ Exempt status

JOB DESCRIPTION SUMMARY

The Manager of KIDSTOP Operations is responsible for providing direct supervision to the Program Manager by assisting with daily functions of the overall KIDSTOP program.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Supervise Program Managers and the KIDSTOP operations; hire, train, develop, mentor, and evaluate Program Managers; resolve concerns pertaining to the KIDSTOP program such as parent, Member and school relations.
2. Provide staff development by being present daily on-site for assigned locations; fill in (sub) to maintain appropriate staffing needs at KIDSTOP; support and assist with on-site events; evaluate and implement quality programs.
3. Monitor and keep sites compliant for certification requirements; immunization record upkeep; staff training compliance; seek out and identify trainings to comply with certification requirements.
4. Researches, promotes, coordinates, and leads ongoing trainings to include; child behavioral management techniques, essentials of working with teens, quality programming in all BGC core areas, positive customer focus, BGC Youth Development Strategy, CPR/First Aid, and leadership skills for supervisors; becomes certified to become a trainer when necessary.
5. Administer training and support for National BGC programs such as Fine Arts, Image Makers and grants ensuring proper follow through in a timely manner; coordinate and head up a committee for preparing and implementing such events including matting, set up, take down, etc.; ensure grant programs are within guideline requirements.
6. Co-coordinate Jr. Volunteer/Career Launch as well as other Jr. Volunteer training opportunities for the KIDSTOP program; provide support and guidance to Program Managers in regards to Jr Volunteer development and issues; coordinate Jr Youth of the Year program.
7. Take charge of United Way Neighborhood Schools by coordinating programs for each site; oversee summer camp programs; assist with site events planned through Neighborhood Schools.
8. Support and assist with NYOI and Optimal Club Experience for the KIDSTOP program.

ADDITIONAL RESPONSIBILITIES

1. Attend and participate in scheduled meetings and trainings.
2. May be required to drive Club van (must be van authorized).
3. Other duties, as assigned.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Strong communication skills, both verbal and written.
2. Group leadership skills, including an understanding of group dynamics.

3. Demonstrated organizational, staff, and project management abilities.
4. Demonstrate knowledge in all program areas.
5. Mandatory CPR and First Aid Certification.

EDUCATION and WORK EXPERIENCE

Education Bachelor’s degree (BSW preferred), or equivalent experience.
Experience A minimum of three years job related experience and/or training preferred.

FUNDAMENTAL RELATIONSHIPS

Maintain close, daily contact with Program Managers, Club staff, members, and supervisor to receive/provide information, discuss issues, and advise/counsel. Maintain contact as needed with external community groups, schools, parents of members and others.

PHYSICAL REQUIREMENTS

Visual: Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours
Communication: Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 6-8 hours per day
Movement: Ability to maneuver within work site 4-6 hours per day
Lifting/Pulling/Pushing/Carrying: Able to comfortably move and manipulate up to 40 lbs. of weight up to 4 hours per day
Grasping/Holding/Use of Fingers: Able to utilize hands and fingers to operate equipment such as computer, phone and copier up to 7-8 hours per day

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Name

Date