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POSITION TITLE: Prosser Branch Director
SUPERVISOR: Executive Director/Director of Operations
HOURS WORKED: Full-time Exempt
STARTING SALARY RANGE: \$40,843 to \$53,096 DOE

ORGANIZATION DESCRIPTION

The **Boys & Girls Clubs of Benton and Franklin Counties** is committed to enabling all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of *Respect, Integrity, Stewardship, and Passion for Youth*; we provide a broad range of programs and activities focused on our priority outcomes of **Academic Success**, **Healthy Lifestyles**, and **Good Character and Citizenship**.

The Prosser Boys & Girls Club is in its third year of operation in the small community of Prosser, WA. The Club enjoys high staff retention, great community support and strong partnerships with the City of Prosser and Prosser School District. Currently, 80 youth a day attend the 2,000 sq ft Club after-school, and the program expands to more than 150 daily during the summer when the entire indoor/outdoor campus is utilized. Even then, more than 400 youth remain on a list waiting to experience Club life.

ABOUT THE AREA

Prosser is a community of just over 6,000 residents nestled against the base of the Horse Heaven Hills, approximately 25 miles from the Tri-Cities (250,000+). The City is in the heart of wine country, and has a significant commuter population that drives in daily. The School District is highly rated, and recently had to limit out-of-district transfers to balance enrollment. The community, while conservative in nature, is progressive when it comes to youth services and boasts a strong AAU and Grid Kids program, as well as commitment to ensuring the best possible environment for youth development. Our area enjoys 275+ days of sunshine annually, with less than 10 inches of rainfall. Outdoor enthusiasts will enjoy easy access to boating facilities, hiking trails and more.

POSITION SUMMARY:

The Prosser Branch Director is responsible for success of the Club including Advisory Board development, fundraising, community relations, and the oversight of daily operations of the Prosser Clubhouse. Operational leadership includes programs and service delivery, supervision and training of staff, facilities management, and membership administration.

QUALIFICATIONS:

1. Four year degree from an accredited college or university related to the mission of the organization is strongly preferred. A combination of work experience and education may be substituted.
2. A minimum of five year work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.

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3. Considerable knowledge of the mission, outcomes, programs, and procedures of Boys & Girls Clubs and the principles and practices of non-profit organizations.
 4. Ability to recruit, train, supervise, and motivate staff.
 5. Ability to deal effectively with members including discipline problems.
 6. Working knowledge of budget preparation, control, and management.
 7. Demonstrated ability working with community members, donors, parents, and young people.
 8. Strong computer skills required.
 9. Strong communication skills, both verbal and written.
 10. Enthusiasm for mission and motivation to learn new skills on the job.
 10. Commitment to live within the Prosser community following hire.
 11. Must be able to lift and move objects as heavy as 40 lbs.

JOB DUTIES:

- Support, train, and recruit Advisory Board members from the local community to serve as advocates and work towards community financial support of Club operations.
- Provide leadership and direction for community fundraising to produce \$120,000 per year in operating support.
- Establish Branch programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of designated outcomes.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Plan, develop, implement and evaluate programs, services and activities to ensure they meet objectives and members needs and interests.
- Manage resources and assist in the development of annual budgets. Control expenditures against budget.
- Recruit, manage and provide career development opportunities for Branch staff. Conduct regular staff meetings.
- Develop and maintain partnerships with parents, community leaders and organizations.
- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
- Ensure continued flow of information and data for participation in the National Youth Outcomes Initiative.
- Demonstrate ownership and pride in creation and execution of club culture through leadership and inspiration of others.
- Assist in other areas as needed.

Application Process:

Please submit a cover letter, to include salary requirements, as well as a full resume and references to brian.ace@kidexpert.org or via mail to Brian Ace, PO Box 1322, Pasco, WA 99301.

Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.

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