



Club Manager (School Based) Position

Reports to: Program Director

Classification: Exempt

Supervisor: Program Staff Functions and Volunteers

Summary

This position is responsible for overseeing all organizational programs administered at local schools and occasionally at the NBGC Clubhouse. The Club Manager must ensure the safety of all members and staff when off site at a School Based location.

Essential Functions

- Recruit, train, and supervise program staff.
- Responsible for all programs that are overseen at a local school including but not limited to: schedules, registration forms, reports, snack distribution, and grant deliverables.
- Organize program data to be presented to Program Director.
- Ensure that program staff are current and up-to-date with certifications (i.e. CPR, First Aid, Blood Borne Pathogens, Epi Pen, Mandated Reporting, etc.).
- Guarantee that all staff are engaged and safe in a clean and inviting atmosphere.
- Attest that all staff and volunteers are background checked as required.
- Maintain program registration database and ensure data is accurate and current.
- Support the Organization's culture by contributing to the development of both individual and team members to create a high-performing environment to achieve and exceed Organization goals.
- Form and manage relationships / agreements with external vendors / partners, including local CPS administration.
- Create and execute budget specific for local School Based program.
- Assist with summer day camp.
- Create an annual calendar of events and vital registration and class/league dates for out-of-school, athletic, and leadership programs.
- Evaluate overall program performance by gathering, analyzing, and interpreting data and metrics. Outcome measurements must be used to assess all programs and services.
- Volunteer management.
- Participate and facilitate in staff meetings and trainings.
- Confirm that program staff and leaders receive evaluations as directed.
- Other duties assigned by the Program Director.

Education and Experience

- Bachelor's degree in marketing, business, non-profit administration, and/or public administration and/or a combination of education and direct work experience in an evolving, developing non-profit organization representing five plus years performing duties and responsibilities in similar position.
- Proven results in all aspects of Organizational programs.
- Outstanding written and oral communications skills.
- Extraordinary customer service and managing volunteers.
- Knowledge of youth development best practices.
- Performing an analysis of mission effectiveness to ensure program quality is meeting and/or exceeding goals.
- Previous work experience in outcome measurements and grant deliverables.
- Ability to travel to events and attend external and internal activities planned by the Organization and/or other groups and organizations that support the overall mission of the Organization.
- Proven networking proficiency as well as command of social media and capable of delivering platform presentations.
- Advanced skill level in MS Office Suite, Publisher and other donor management software applications.

Competencies

Communication

Interpersonal Relations

Collaboration

Industry knowledge

Perseverance

Problem-solving

Motivation

Leadership

Creativity

Detailed-oriented

Organization

Initiative

Position Type/Expected Hours of Work

This is a full-time position. Evening and weekend work as required per the demands and expectations of the position. Occasional travel as necessary.

To Apply

Email a cover letter and resume to resumes@nbgc.org. No calls please.