



**BOYS & GIRLS CLUBS**  
OF GREATER SCOTTSDALE

## **YOUTH DEVELOPMENT SUPERVISOR**

### **Job Summary:**

Responsible for the ongoing operations of their branch with primary concern for program & service delivery. Youth Development Supervisor directly supervises part-time youth program staff.

### **Responsibilities:**

#### *Leadership*

1. Ensures Programs, Services and an environment that Prepare Youth for Success
  - Support & instill the mission, core beliefs, characteristics and principles of the Boys & Girls Clubs of Greater Scottsdale as well as the Boys & Girls Clubs of America.
  - Create an environment that facilitates achievement of Youth Development Outcomes as well as programs, services & activities.
  - Supervise part-time staff and full-time staff in the absence of the Branch Director and/or Teen Development Specialist.
  - Implement and/or enforce policies and procedures.
  - Provide information to support management level decision-making.

#### *Resource Management*

2. Manage Branch financial resources. Control revenue and expenditures against budget.
3. Ensure compliance with organization policies.
4. Manage and provide career development opportunities for part-time program staff and volunteers. Conduct regular staff meetings.

#### *Program and Service Management*

5. Ensure effective program planning, development, implementation and evaluation.
6. Provide regular reports to the Branch Director.

### **Additional Responsibilities**

1. Purchase or approve purchase of supplies and equipment.
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. Assist Branch Director with staff requests for organizational special events.
5. Run the club in the absence of the Branch Director.

**Relationships:**

**Internal:** Maintains close, daily contact with Club part-time and 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:**

- Bachelor's degree from an accredited college or university or equivalent experience in a related field.
- A minimum of four 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 communication skills, both oral and written.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with members including discipline problems.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Demonstrated ability in working with young people, parents and community leaders.
- CPR / First Aid Certified.
- Participation in the Boys & Girls Clubs of America Academy, preferred.