



BOYS & GIRLS CLUB OF GREATER WATERBURY

Assistant Director of Operations Job Description

TITLE:	ASSISTANT DIRECTOR OF OPERATIONS
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	EXECUTIVE DIRECTOR
FLSA STATUS:	NON-EXEMPT (FULL TIME)

The Assistant Director of Operations works to support the Director of Operations who oversees Club operations and programs. The Assistant Director of Operations assists the Director of Operations in the planning, implementation and evaluation of programs and staff development. The Assistant Director of Operations assists in overseeing staff, facility and program budget management. The Assistant Director of Operations helps to ensure a high level of participation in positive youth development programs. The Assistant Director of Operations works under the direction of the Director of Operations.

Roles & Responsibilities:

- Ensures that organizational goals and objectives are being met
- Support and maintain programs that engage members socially, culturally, and intellectually and that reflect the diversity of the Club
- Assist in overseeing, supporting and maintaining the implementation and delivery of operations, programs, services and activities that focus on academic success, healthy lifestyles and good character and citizenship
- Assist in the identification and evaluation of opportunities to improve program effectiveness on the basis of participation and achievement of stated goals and make recommendations and/or modifications to improve program performance
- Participate in budget development and monitor and report expenditures in adherence with budget
- Help manage program staff performance and oversee the day-to-day implementation of programs
- Plan and implement the day-to-day activities in accordance with established standards and goals
- Participate in meetings related to the programs, including programs conducted in partnership with other youth development organizations in the Greater Waterbury area.
- Assist in the management of administrative and operational processes and the maintenance and repair of buildings, equipment and facilities
- Oversee the engagement of community service volunteers and program volunteers
- Assist in the implementation and participation in outcome measurement processes and other evaluation programs, including BGCA's annual assessments

- Attend mandatory staff meetings and training
- Participate in special events and programs, Club and community
- Build and maintain positive relationships with the community
- May be required to perform other duties as assigned by the Director of Operations

Requirements:

- Bachelor's degree from an accredited college or university, preferably in social services, youth development or education or similar course of study
- A minimum of one (1) year(s) of experience working with a non-profit or educational organization, preferably a youth development organization, or an equivalent combination of education and experience. Some supervisory or leadership experience preferred
- Knowledge of the mission, objectives, policies, programs and procedures of Boys & Girls Clubs and of the principles and practices of non-profit organizations serving youth
- Demonstrated ability to organize, direct and coordinate operations, personnel supervision, facilities management and budget management
- Excellent planning and organizational skills
- Ability to work collaboratively with diverse communities and groups
- Ability to define outcomes and work towards positive outcomes
- Ability to use Microsoft Office products, email and various social media outlets
- Excellent written and verbal communication skills
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to establish and maintain effective working relationships with Club staff, supervisor and subordinates; Board members, community groups and other related agencies

Preferred:

- Valid Connecticut driver's license
- Possession of, or willingness to obtain, an Endorsement A driving classification

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit a cover letter, resume and three (3) references to:

Karen Senich
Executive Director
Boys & Girls Club of Greater Waterbury
1037 East Main Street
Waterbury, CT 06705
Or

kсенich@bgcgwater.org

Applications must be received no later than 5pm on October 12, 2022

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
