



MESCALERO APACHE TRIBE

Job Announcement

Position Title: Boys and Girls Club Director

Department: Boys and Girls Club

Employment Status: Exempt

Grade: E3

Opening Date: June 14, 2023

Closing Date: Open Until Filled

Job Summary

Accomplishes the Boys and Girls Club Department's strategic objectives by planning, organizing, and supervising all functions required to operate and maintain program activities. Oversees the programs for children and teens.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Improves staff effectiveness by hiring, counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
- Ensures appropriate departmental staffing levels based on efficiency and cost effectiveness; yet, maintaining operational requirements as dictated by internal controls and management.
- Develops weekly staffing schedule and daily assignments to staff.
- Establishes, implements, and communicates goals, objectives, policies, and procedures in accordance with strategic plan.
- Achieves financial objectives by preparing and administering the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures.
- Evaluates all programs to plan and implement priorities to meet the needs of the community and grants.
- Seeks grants and funding for the program; Manages all contractual agreements between federal, state, and local agencies.
- Plans and oversees the administration of program and activities that support youth development.
- Ensures children and teen are encouraged to participate in a variety of programs.
- Ensures programs address gender and cultural diversity.
- Develops sound member communications methods and delivery systems.
- Maintains daily contact with staff, volunteers, members to receive and provide information, discuss issues, explain or interpret guidelines, instructions and provide advice and counsel.
- Maintains contact with external community groups, schools, and parents.
- Assists in resolving complaints or grievances.
- Ensures awareness of policies and procedures.
- Ensures calendar of events is completed and distributed.
- Serves as a principal liaison between students, schools, other departments, and/or external constituencies on day-to-day programmatic, operational, and administrative issues.
- Coordinates activities of support staff, consultants, teachers, and/or volunteers engaged in implementation and administration of program objectives.

- Collects and analyzes data; prepares scheduled and special reports; maintains program/project records and statistical information.
- Prepares and presents reports on the status, activities, and plans for current and future operations.
- Hosts regular staff meetings to ensure communication among personnel regarding program-related activities.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Exercise Science, Business Administration, Recreation or related field.
- Five years experience with overseeing recreational and youth development programs. One year in a manager or supervisory capacity.
- Must have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Knowledge of recreational and youth development services and activities.
- Knowledge of the development, preparation, and control of budgets.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in budget preparation and administration.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to plan, create, and deliver informational and educational presentations and classes.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to identify and secure alternative funding or revenue sources.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is performed indoors and classroom environment with a moderate noise level. Evening, weekend, and/or holiday may be required. Extended hours and irregular shifts may be required.