

**Program Director, Salesian Boys and Girls Club, San Francisco**

**(Full time Exempt position)**

The Salesian Boys and Girls Club (SBGC), seeks a fulltime Program Director to design, plan, staff and execute the full range of club member, community and volunteer programs. SBGC, founded in 1921, serves over 250 children each day. The Club’s mission is to provide a safe haven for the youth of our city to gather and grow into the leaders of tomorrow. We teach, we prepare, we coach, and we love our members. Currently, SBGC offers kids, ages 8 to 18, a place where they can play sports, enrich their education, perform in theatre productions, practice martial arts, learn to sew and cook, develop a craft and so much more. The evolution and refinement of programs to fit the changing needs of kids, families and our community is critical to fulfilling the mission of the Club and engaging the community surrounding the Club. The Program Director plays an essential role in training and managing staff. The goal is to execute programs that enrich the lives, cultivate the potential and empower our members to gain the life skills and perspectives to live rich and productive lives. The Program Director is a member of the Club’s Leadership Team and will report to the COO.

**Roles and Responsibilities:**

Under the supervision of the Chief Operations Officer, the Program director is responsible for the development, planning, implementation, delivery and monitoring of all programs including early care, after school care, summer and all community programs. and implementation of fundraising events from budget to execution. In addition, contribute and participate, as needed, with other Club fundraising events.

* Developing, implementing and delivering of all programs
* Initiating and setting goals for programs according to the strategic objectives of the organization
* Planning the programs from start to completion involving deadlines, milestones and processes
* Developing budgets and operations
* Recruiting, training and supporting volunteers
* Devising evaluation strategies to monitor performance and determine the need for improvements
* Supervising all program and project managers involved to provide feedback and resolve complex problems
* Discovering ways to enhance efficiency and productivity of procedures and people
* Applying change, risk and resource management principles when needed
* Monitoring reports prepared by managers to determine progress and issues
* Ensuring program operations and activities adhere to legal guidelines and internal policies
* Keeping senior management informed with detailed and accurate reports or presentations

**Desired qualities**

* Bachelor's degree in related field preferred
* 3- 5 years’ experience working with youth, case management and workforce development.
* Strong knowledge and practice in youth development, restorative practices, out of school time programming, conflict resolution, de-escalation, problem solving skills, and re-engagement strategies.
* Strategic thinker, ability to create and implement a vision for the future of our Programs.
* Experience with developing and managing budgets
* Experience with recruiting, hiring, training and managing staff and volunteers
* Proficiency in MS Office
* Excellent interpersonal, organizational, relationship building, and written/verbal communication skills.
* Ability to support staff, youth, teens and families from diverse communities and backgrounds
* Ability to interpret the Salesian philosophy and relate them to staff and participants in a positive manner.
* Demonstrated ability to exercise mature judgment and sound decision making.
* Completion of required trainings and certifications within specified timeframes.

**Salary**

60-70k base, based on experience and background, plus a generous benefits package.

**Interested candidates may send cover letters and resumes to Jobs@Salesianclub,org**