

# **Boys' & Girls' Brigade Job Description**

**Position:** Program Leader

**Reports to:** Program Director (PD)

**Position Purpose:**

Exemplify the purpose of the Boys' & Girls' Brigade within the community and promote its growth. Plan, coordinate and assist in a professional manner the efficient operation of Brigade and Camp Onaway programs and activities.

**Duties and Responsibilities:**

Under limited supervision of the PD and in close coordination as a team member with other staff members and volunteers, the Program Leader will:

- Develop, lead and be responsible for structured Brigade boys' programs in the area and age groups assigned, including being present during evening programs.
- Schedule and staff volunteers for physical activities, workshops and hobby clubs.
- Plan, coordinate and lead Camp Onaway programs, including week-long boys' residence camps, special weekends and events.
- Develop and retain relevant skill, education and competency in working with youth (one continuing education opportunity a year).
- Educate and research the needs of youth, their interests, challenges and emerging trends.
- Project a good role model for young people, fellow staff and volunteers to emulate. Exemplify the Brigade object, mission and vision.
- Communicate the Brigade program to the community and assist in procuring donations and other support for the organization.
- Work closely with local schools, youth organizations and community organizations to enhance the impact of Brigade.
- Recruit and retain Brigade members and Camp Onaway campers.
- Recruit, train and retain adult Brigade volunteers. Build positive relationships with volunteers and find best fit for interested volunteers.
- All other duties, tasks and responsibilities as assigned by the Program Director.

**Within 6 months of employment, employee will:**

- Possess a WI DNR Boater Safety Certificate and be a proficient driver of all Brigade owned boats
- Become first aid and CPR certified
- Become a certified ropes course instructor through an outside agency such as ABEE, Inc.

**Qualifications:**

- Bachelor's degree in related field
- 5-plus years' experience in youth development
- Demonstrated excellence in organizational, managerial, and communication skills
- Ability to multi-task in a high energy environment
- Knowledge of Microsoft Office Suite
- Successful completion of a background check

Please submit a resume and letter of interest with three references by August 13th to [brigade@bgbrigade.com](mailto:brigade@bgbrigade.com) (Attn) Search Committee