



**BOYS & GIRLS CLUB  
OF THE MUSKEGON  
LAKESHORE**

**POSITION DESCRIPTION**

**TITLE: Parks Director, Summer Park Club Sites- Seasonal (May- August)**

**REPORTS TO: CPO**

**Wage: \$13 Per Hour**

**Status: Non- Exempt**

**PRIMARY FUNCTION:** Provides leadership and direction throughout Park operations in the areas of human resource management, facility management, programs, and partnership development. This position is responsible for the overall growth and development of the Summer Parks Programs, according to the goals and objectives set forth by the organization.

**ESSENTIAL JOB RESPONSIBILITIES:**

*Leadership*

- Establish all Programs and their objectives, as well as activities and services that prepare youth for success and that create an environment that facilitates the achievement of Youth Development Outcomes.
- Ensure a healthy and safe environment by ensuring facilities, equipment and supplies are maintained.
- Provide leadership to members, staff and volunteers.
- Ensure the successful and timely implementation of change as needed.
- Serve as liaison and key contact with local school districts, City Leadership and other community organizations for the purpose of developing and fostering partnerships at a program/curriculum based/logistical level.
- Train program staff in delivery of constructive criticism and positive discipline techniques to members.

*Strategic Planning & Program Management/Development*

- Monitor and guide lead park staff toward the accomplishment of organizational goals and objectives. Assist in goal setting in conjunction with various evaluation tools.
- Continually evaluate park programs, reporting results according to established deadlines and addressing gender and cultural needs of members.
- Complete formal and informal site visits at each location, no less than twice each week.
- Review weekly program reports.
- Regularly monitor staff, including accurate reporting of hours and recognition.
- Remain an active participant with Boys and Girls Clubs of America goals and strategies.
- Communicate Movement priorities at a local level.
- Work in conjunction with CPO to establish goals and objectives for Parks Programs.
- Plan, develop, implement and evaluate Parks overall programs, services and activities to ensure they meet objectives and members needs and interests.
- Compile regular reports reflecting all activities, attendance and participation, as needed.

*Resource Management.*

- Provide oversight of budget for parks, particularly in regards to Human Resources, facility and transportation needs and program expenses.
- Assist in the development of budgets.
- Ensure that the park is in compliance with any state or federal guidelines regarding employment, safety, etc.
- Ensure administrative and operational systems are in place to maintain the operation of the Park, including use of facilities by outside groups, emergency/crisis procedures, requests for repairs or purchases, etc.
- Recruit, train and manage and provide career development opportunities for staff and volunteers.
- Oversee and conduct review of crisis management plan for the organization.
- Provide guidance and oversight in facility maintenance issues in conjunction with Parks Coordinator.
- Provide leadership oversight of all Human resource functions, including new hires, performance reviews disciplinary actions, etc.

#### *Partnership Development*

- Develop partnerships with parents, community leaders and organizations.
- Manage all opportunities to work collaboratively with other business or organizations to meet the needs of Club members.
- Recruit Parent Committee members and conduct regular meetings with Parent Committee.
- Serve as an advocate for Club members and youth in general by participating with schools and other youth service organizations.

#### *Marketing and Public Relations*

- Work with Admin team to increase visibility of park programs via posting daily schedules, announcement of upcoming events and dissemination of timely information to schools, other organizational and the media.
- Participate in planning and execution of special events.
- Assist with the development of newsletter and other marketing tools.
- Participate in and/or present to civic clubs or organizations.
- Make yourself available to speak on behalf of the Club to interested groups by coordinating such appointments with Administrative Office.

#### **ADDITIONAL RESPONSIBILITIES:**

- May participate in organizational programs and/or events.
- May be required to drive Club van and/or bus.
- May consult with parents concerning members and park issues.
- Purchase or approve purchase of supplies and equipment.
- Exercise authority in problems relating to members or staff.
- Assume other duties as assigned.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Four year degree in related field from an accredited college/university, or equivalent experience.

- A minimum of two year’s work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of youth.
- Demonstrated ability in supervision, facilities management, and recruitment /retention.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Must be able to sit, stand or walk for extended periods of time.
- Must be able to squat or bend to communicate at youths’ level.
- Must be able to lift up to 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facilities, on the property and/or on field trips.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:**

\_\_\_\_\_ / \_\_\_\_\_  
**Incumbent** / **Date**

**Approved by:**

\_\_\_\_\_ / \_\_\_\_\_  
**Supervisor** / **Date**

**Reviewed by:**

\_\_\_\_\_ / \_\_\_\_\_  
**CPO** / **Date**