



BOYS & GIRLS CLUBS
OF MAGIC VALLEY

POSITION DESCRIPTION

TITLE: K-Netic Director
PERFORMANCE PROFILE SOURCE: Management Professional
DEPARTMENT: Administration
REPORTS TO: Unit Director/ Operations Director
HOURS: 40 hours/week (M-F)
COMPENSATION: Negotiable, DOE, Full Benefits
FLSA STATUS: Exempt Non-Exempt

What is K-Netic?

The K-Netic Program at the Boys & Girls Clubs of Magic Valley is intended to facilitate the other half of the Kindergarten day. The primary objectives of this program are to reinforce skills the children are currently learning in their kindergarten classrooms, develop self-regulation qualities through sensory based play and open-ended projects, and to have the opportunity to take part in physical activities. K-Netic also offer such programs such as Robotics, Sensory, STEM, Art, Theatre, Junior Achievement Financial Literacy, and even swimming lessons through our local City Pool.

PRIMARY FUNCTION:

The Primary focus of the K-Netic Director will be to ensure daily implementation of the program, staffing and to maintain K-Netic member and parent relations. The K-Netic Director will plan all activities for the program and ensure that program staff implement and execute this programming. The K-Netic Director will also work directly with Staff and Members in the K-Netic program.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Develops programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
2. Ensure a healthy, safe environment, with well-maintained facilities, equipment and supplies.
3. Fosters a friendly culture and climate of innovation to develop member-focused programs, which support Club's mission, goals and strategies.
4. To work directly with Staff and members in the programs designed by the K-Netic Director.

Strategic Planning

5. Compile regular reports reflecting all activities, attendance and participation.
6. Attends school and community events and is present in schools to recruit members to the K-Netic program.
7. Hold biweekly Knetic Orientation to allow new members to join the K-Netic Program.

Resource Management

8. Manage program financial resources, assisting in the development of annual budget. Control expenditures against budget (with the direction of the Unit Director).
9. Work with unit director in completing any grant reports requested.
10. Ensures proper documentation for participation in the food program.

Partnership Development

11. Develop partnerships with parents, community leaders and organizations.

Marketing and Public Relations

12. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
13. Membership recruitment and retention
14. Plans for K-Netic special events and graduation
15. Participates in Club Activities and events as needed, including but not limited to fundraising events.
16. Communicates with Parents/ Administrative staff about K-Netic Program.

ADDITIONAL RESPONSIBILITIES:

1. Compile a supply list to be sent to the Unit director for approval and ordering of supplies on a weekly basis.
2. Assists Unit Director in training and meeting with staff.
3. Reports staff/ member infractions and discipline issues to the Unit Director.
4. Assists Business manager with billing/attendance issues with regards to K-Netic Program
5. Oversight and management of the Knetic program at the Rupert Unit.
6. Exercise authority in problems relating to members; utilize guidance and discipline plan.
7. Problem solving
8. Assume other duties as assigned.
9. Works closely with Unit Director ensuring that all needs for the K-Netic Program are met i.e. transportation needs, staff needs, etc.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club Staff and Unit Director to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Prepares program report for Unit Director. Regular contact with members as needed to discipline, advise, and counsel. Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well, take initiative and use best practices.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

SKILLS/KNOWLEDGE REQUIRED:

- Four-year degree from an accredited college or university, **or equivalent experience**
- Work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience
- Demonstrates ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Experience in Child Development
- Strong communication skills, both oral and written
- Ability to recruit, train, supervise and motivate staff
- Ability to deal effectively with members including discipline problems
- Working knowledge of budget preparation, control and management
- Ability to program and execute the program in a manner that supports growth for both members and staff.
- Demonstrates ability in working with young people, parents and community leaders.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The ability to stand on your feet for extended periods of time, some light to moderate lifting may be required at times. The ability to see and respond to unsafe situations. Ability to get down at level of Kindergarteners. Ability to run, jump, and move while playing and interacting with members.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. 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.