



Main Branch Site Supervisor

Reports to: Director of Operations

The Main Branch Site Supervisor manages staff and members, to ensure that a variety of youth development activities are being provided on a daily basis. The Site Supervisor also performs related administrative duties and serves as a liaison between parents, community groups, and club administration.

Site Supervisor responsibilities:

- Provide leadership and guidance to staff and volunteers, ensuring that they are aligned with the club's mission, values, and goals.
- Ensures a positive environment and promotes the safety of members.
- Facilitate monthly emergency drills with both staff and members.
- Manage behavioral issues and/or concerns with all members.
- Organize and oversee site events such as Parents Night Out, family engagement nights, holiday parties, etc.
- Manage purchasing budget for site supplies and submit monthly expense reports.
- Work with the Program Director to oversee and plan programs that fall in line with the 3 priority outcome areas of Boys & Girls Clubs.
- Plan and lead weekly or bi-weekly staff meetings.
- Enforce all BGCF Policies and Procedures.
- May be asked to represent the club at community events and meetings.
- May be asked to complete monthly reports.
- May need to step into ratio for YDP coverage.
- Work closely with the Membership Director to monitor ProCare messages, intake of new members, attendance tracking, and develop items for prospective families (welcome letters, parent orientations, membership forms, etc.)
- Oversee the meal service program at Main Branch. Complete attendance spreadsheets, meal service paperwork, and trainings, upon request.
- Manage and submit necessary administrative paperwork needed for grant and program reports.

Skills / Knowledge Required:

- Excellent planning and program management skills.
- Excellent verbal and communication skills.
- Ability to work independently, and to lead and motivate staff and volunteers.
- Preferred knowledge of youth development principles and best practices.
- Proficiency with Google and Microsoft computer programs
- Mandatory CPR/First Aid Certification
- Valid driver's license and reliable transportation

Salary: Pay ranges from \$17.50-19.00 an hour.

This job description is not meant to be all-inclusive and may be changed or amended with proper notice to the employee. By signing this, the employee acknowledges that he/she/they is an at-will employee with the Boys & Girls Clubs of Fullerton. This means that at any time the employee or the Boys & Girls Clubs of Fullerton can terminate the relationship at-will.