

Job Description



of Memphis

JOB TITLE: Center Director
DEPARTMENT(S): Programs
REPORTS TO: Vice President of Programs
FLSA: Exempt

Girls Inc. of Memphis inspires girls ages 6-18 to be strong, smart, and bold. Since 1946, Girls Inc. of Memphis has offered programs designed to build girls' capacity for college preparedness, confident and responsible adulthood, economic independence and personal fulfillment. As a local affiliate of our national organization, Girls Inc., we benefit from research and outcome-based, age-progressive programming specifically designed to provide the Girls Inc. Experience to girls in Memphis.

JOB PURPOSE: Ensures delivery of the Girls Inc. Center programming is at capacity and of the highest quality in keeping with the Girls Inc. Experience, mission and annual goals. Center Director work collaboratively with program department to plan and implement programming to insure strong, smart and bold outcomes are achieved effectively and efficiency. Center Director builds and engages collaborative community relationships to support center programs; recruit participants; supervise and support center staff and volunteers; maintain an inclusive, safe and effective center environment; provide Girls Inc. curriculum in schools and other organizations; maintain accurate records and reports of center programs; develop and nurture positive relationships with participant, families, staff, community schools, organizations, businesses, and volunteers.

ESSENTIAL JOB FUNCTIONS:

- Approach work with a focus on girls on their terms and advocate on their behalf
- Focus on thoughtful qualitative and quantitative inquiry for continuous improvement
- Take ownership and proactive action for overall agency success
- Find the light and joy in the work through positive interactions with others
- Plan, facilitate, prepare, and deliver educational programming; ensure that curricula being facilitated meets Girls Inc. Experience standards and are in alignment with girls' needs and the agency mission; and delivered within a supportive, open, non-judgmental environment
- Hire, train, support and evaluate program center/school facilitators and program volunteers
- Ensure accurate record keeping for monthly financials, quarterly program evaluation and other reports
- Actively engage girls, family members and community members in program continuous improvement and involvement
- Coordinate and manage scheduling, programming, and facilitation for community-based programming and events, in-school, organizations, community events
- Coordinate transportation and logistical needs for center programming

- Serve as agency representative in the community for recruitment and marketing of center programs and Girls Inc. of Memphis
- Manage participant recruitment, registration, on-boarding, and retention process with participants and families so that program capacity is met
- Engage in program strategic, budget and program planning
- Ensure that the effective and efficient program delivery model is documented, implemented, and evaluated through the TraxSolutions process in reference to online registration, online payment, outcomes evaluation agreement forms, outcome evaluations, etc.
- Work collaboratively with the VP of Program and Director of Growth and Expansion to establish sessions to be presented and facilitated and to ensure effective and efficient training and curriculum development
- Submit monthly reports regarding Center programs, events, successes, and needs
- Provide any requested information for grants, funding applications, and reports in an accurate and timely manner
- Give and receive regular constructive feedback from VP of Programs and Board Program Committee members
- Establish, provide ongoing coaching and feedback, as well as, review Center staff annual objectives on a quarterly basis
- Provide supervision/coaching and review of Center interns and volunteers
- Actively engage in qualitative and quantitative program evaluation, including Strong, Smart, and Bold Outcomes Survey and Seeding Success
- Work collaboratively with VP of Development to ensure effective systems are in place for volunteer and intern program monitoring as well as documentation of in-kind donations and services
- Ensure financial documentation is accurate and submitted in a timely manner as specified including financial deposits, intake forms, evaluations, etc.
- Monitor spending to ensure timely and effective record keeping with approved budget
- Ensure center, grounds and vehicles are proactively maintained to quality and safety standards
- Actively seek personal and professional growth opportunities for self and any staff including participation in conferences, training, meetings and seminars
- Follow all agency policy and procedures as outlined in the staff handbook
- Provide appropriate supervision for participants in Center programs, while maintaining safety standards for physically, and emotionally safe environment

REQUIREMENTS:

- Must model the Girls Inc. mission of a Strong, Smart, and Bold individual exhibiting strong leadership qualities and a can-do attitude
- Represent Girls Inc. in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others
- Knowledge of or interest in youth development, gender equity, entrepreneurship, social justice, cultural issues and community engagement
- Bachelor's degree in education, sociology, psychology or related field
- Minimum of three years' experience in program development, implementation, and evaluation in youth development and educational settings
- Minimum two-year supervisory experience with a diverse population of staff and volunteers, including the ability to coach others on supervision
- Creative, entrepreneurial, upbeat, and comfortable speaking in front of groups of varying ages, sizes, and cultural backgrounds
- Demonstrated abilities in incorporating diversity of cultures, ethnicity, languages abilities, and socioeconomic background in work with staff and in programming
- Ability to communicate effectively orally, visually, in writing, and via computer with youth, teachers, coworkers, and volunteers
- Experience in and enthusiasm for supporting volunteer involvement
- A sense of humor and a collaborative spirit
- Ability to lead and manage people
- Computer proficient including MS Word, Excel, and Power Point
- Effectively diffuse and manage volatile situations
- Juggle multiple priorities
- Ability to bend, lift, and move up to 25 lbs.
- A valid TN driver's license, access to a reliable vehicle and proof of automobile liability insurance with minimum policy requirements as established by Girls Inc.
- Ability to work nights and weekends

GIRLS INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER