



**BOYS & GIRLS CLUBS GREAT FUTURES START HERE.**



**PROGRAM & TRAINING SPECIALIST**

TITLE: Program Quality & Training Specialist  
REPORTS TO: Executive Director  
Employment and Wage: Full time with benefits, exempt \$20-\$25/hr

**Job Summary:**

The Program Quality & Training Specialist is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs for youth between the ages of 7 and 18 for all Clubhouse locations.

Main responsibilities for this position are providing leadership and implementation of program quality, program training, and evaluation. The Program Quality & Training Specialist serves as a resource for training needs in support of organizational continuous improvement efforts with regards to all Club programs. Club staff training is a key aspect of program quality, strengthening organizations and increasing organizational capacity. This position also facilitates orientation and safety trainings for front-line staff and volunteers, supports staff career development, and identifies opportunities for training and skill building within budget limits. The position maintains some grant-funded program outcomes.

**Essential Job Responsibilities:**

1. Identifies and evaluates opportunities for growth, improved program delivery, and organizational efficiency.
2. Plans and oversees the administration of designated Club programs and activities that support priority Youth Development Outcomes and contribute to an Optimal Club Experience.
3. Establishes program objectives and goals consistent with the organization's mission, visions and values and maintains standards in regards to program quality.
4. Assists with the evaluation and reporting of Club programs including but not limited to the BGCA National Youth Outcomes Initiative surveys, program outcome evaluations, and grant-funded programs like OJP and TANF.

5. Visits Clubs and Sites regularly to engage staff and conduct program and data collecting and coaching. Maintains professional contact with Club staff, volunteers and members, as well as supervisors in order to receive/provide information related to training.
6. Maintains contact as needed with external community groups, schools, and other organization partners.
7. Conducts trainings based on identified needs, serving as a resource to Club managers, the board, and BGCA. This includes assisting in onboarding new staff/volunteers.
8. Responsible for providing program, quality and training updates for staff, Board members, and other stakeholders.
9. Coaches team to improve performance and solve problems while encouraging professional growth.

**Additional Responsibilities:**

- Become a Tier 1 Certified BGCA Trainer

**Demonstrated Knowledge and Skills are:**

Effective youth development practices and ability to motivate adults and youth.

Understanding of learning techniques (adult and youth), facilitation and youth development practices.

Ability to develop quality programs and curricula plans based on youth needs and organizational priorities and train staff on implementation expectations and effective methods.

Strong administrative and organizational skills.

Mastery of Microsoft Office (Word, Excel, PowerPoint, Publisher).

Strong communication skills, both verbal and written.

Group leadership skills, including an understanding of group dynamics.

Organization, staff and project management abilities.

Preferred Skills and Knowledge:

Knowledge of the mission, objectives, policies, programs and procedures of Boys & Girls Clubs, or of the principles and practices of similar non-profit youth development organizations.

Employed with Boys & Girls Club for one-year prior a plus.

Fluent in Spanish a plus

Requirements:

- Bachelor's Degree in education or other complimentary field.
- Three years developing and implementing training programs and projects
- Ability to occasionally travel to out of town meetings, conferences, and professional development training which may require overnight stay(s).
- Dependable transportation.
- Work an average of 40 hours per week.

*BGCHR is an equal employment opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*

*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.*