



**BOYS & GIRLS CLUBS**  
OF LA PORTE COUNTY

## **JOB DESCRIPTION**

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**Job Title:** Westcott Site Leader  
**Reports To:** Program Director  
**FLSA Status:** Non-exempt (Part-time)  
**Approved Date:** Revised 10/8/20

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### **PRIMARY FUNCTION:**

Responsible for the overall Westcott Club experience, including supervision of program staff, programming and maintaining a safe, healthy environment. Ensures successful delivery of activities and curriculum in the areas of Healthy Lifestyles, Academic Success and Character & Citizenship. Abides by and supports the Club mission to inspire and enable all young people to reach their full potential as caring, productive and responsible citizens.

### **KEY ROLES (Essential Job Responsibilities):**

#### *Prepares Youth for Success*

1. Creates an environment that facilitates the achievement of Youth Development Outcomes by:
  - Promoting and stimulating program participation;
  - Coordinating and participating in members' Club orientation process;
  - Providing guidance and role modeling to members.

#### *Program Development and Implementation*

2. Plays a leadership role in curriculum development and scheduling. This may include specific BGCA and/or Boys & Girls Clubs of La Porte County programs as directed by the Program Director.
3. Ensures the effective delivery of high quality programs, services and activities for members.
4. Monitors and evaluates program staff, programs, services and activities to ensure safety of members/staff, quality in programs and the appearance of the Club at all times.
5. Collects data and prepares reports as needed while ensuring all program staff are following proper data collection/reporting protocols.
6. Ensures all safety and cleaning/sanitizing protocols are followed during program implementation, including COVID-19 related precautions.
7. Fills in for programming staff as needed included during staff absences and scheduled breaks.

#### *Management and Supervision*

8. Ensures a productive work environment by conducting/participating in scheduled staff trainings and meetings.
9. Provides support and feedback as needed to program staff.

10. Trains program staff regarding BGCLPC policies and procedures. Ensures policies and procedures are followed by program staff.
11. Promptly relays issues and concerns to the Program Director and/or Chief Executive Officer.
12. Collaborates with counterparts at other Club sites as needed to achieve programming and organizational goals.

**ADDITIONAL RESPONSIBILITIES:**

- Assists with daily cleaning/sanitizing tasks pursuant to Club, state, local and national requirements.
- Assists with food service as needed.
- Assumes other duties as assigned.

**RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer), Club members, and the Program Director to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

**External:** Maintains contact with external community groups, schools, Club members' parents and others to assist in providing resources and resolving problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- High School diploma or GED equivalency required.
- Relevant work experience planning and/or supervising activities based on the developmental needs of young people required.
- Relevant work experience supervising and supporting staff members preferred.
- Knowledge of youth development.
- Ability to work with youth, families and the general public.
- Ability to work from 1:30 PM to 7:00 PM daily while school is in session.
- Ability to work effectively with Club staff, organizations, community groups and individuals.
- Ability to motivate youth and manage behavior problems.
- Willingness to obtain CPR and First Aid Certifications.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

**Physical Requirements:** The Westcott Site Leader must have a demonstrated ability to maintain a high energy level and be comfortable performing multifaceted projects in conjunction with day-to-day services. This role may require being active for long periods of time. The Westcott Site Leader must be able to function under fast-paced and noisy conditions, hear and understand speech at normal levels, speak in audible tones so that others may understand clearly and have the physical agility to push, pull, lift and or carry up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions. Duties are normally performed at one of the Boys & Girls Clubs of La Porte County Club sites. The noise level in the work environment is usually moderate to loud.

**Boys & Girls Club of La Porte County is an equal opportunity employer and does not discriminate in the recruitment, employment, promotion or transfer of qualified personnel, or in the administration of personnel practices, on the basis of any characteristic that is protected by state or federal law.**

**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.

**I have reviewed this job description with my supervisor, and I understand the job requirements and responsibilities.**

**Signed by:**

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**(Employee)**

**(Date)**

**Approved by:**

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**(Chief Executive Officer)**

**(Date)**