BOYS & GIRLS CLUBS
OF LAPORTE COUNTY

# JOB DESCRIPTION

**Job Title:** Site Leader
**Reports To:** Chief Operations Officer
**FLSA Status:** Non-exempt (Part-Time)
**Approved Date:** Revised: 8/26/26

## PRIMARY FUNCTION:

Responsible for the overall Club experience, including supervision of 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's mission to inspire and enable all young people to reach their full potential as caring, productive and responsible citizens.

## KEY ROLES (Essential Job Responsibilities):

*Prepare Youth for Success*

1. Creates an environment that facilitates the achievement of Youth Development Outcomes:
   - promotes and stimulates program participation;
   - coordinates and participates in members' Club orientation process;
   - provides 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/Boys & Girls Clubs of La Porte County programs as directed by the Director of Operations.
3. Ensures the effective delivery of programs, services and activities for members.
4. Monitors and evaluates 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 and ensures all program staff members 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 Site Leader, Program Leaders and other program staff as necessary.

*Supervision*

8. Participates in scheduled staff trainings and meetings.
9. Provides support and feedback to program staff members.

## ADDITIONAL RESPONSIBILITIES:

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

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor 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 resolving problems.

## SKILLS/KNOWLEDGE REQUIRED:

• High School diploma or GED equivalency required.
• Relevant work experience in a Boys & Girls Club or similar organization planning, implementing, supervising and evaluating activities based on the developmental needs of young people preferred.
• Relevant work experience in a Boys or Girls Club or similar organization supervising and supporting staff members preferred.
• Knowledge of youth development.
• Ability to work scheduled Club hours daily.
• Ability to work effectively with children, family members, Club staff, organizations, community groups and the general public.
• Ability to motivate youth and manage behavior problems.
• Ability to plan and implement quality programs for youth.
• Ability to organize and supervise members in a safe environment.
• Ability to obtain CPR and First Aid Certifications.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**
**Physical Requirements**: Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day services. May require being active for long periods of time; 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; 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 Club of Michigan City 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 and I understand the job requirements and responsibilities.**

**Signed by: _____**
**(Employee) (Date)**

**Approved by: _____**
**(Chief Executive Officer) (Date)**