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| Job Title: | Program Supervisor 1 (Compliance & Outcomes) |
| Department: | Boys & Girls Club |
| Reports to: | Various |
| FLSA Classification: | Exempt |
| Safety Sensitive Type: | Safety Sensitive |
| Effective Date: | 4/19/2023 |
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| Job Summary: | The Program Supervisor performs grant related monitoring on programs being offered to youth and families participating at the Boys & Girls Club initiatives. They assist Compliance & Outcome Supervisor II in achieving department goals, obtaining, and allocating resources. Responsible for grant management requirements to ensure programmatic and fiscal compliance such as developing, planning, budgeting, implementing, monitoring, and reporting any necessary data or information for grant purposes. Other responsibilities include implementing community special events, supervising, training and developing staff, general office administration duties, purchasing, and participant recruitment. |
| Essential Job Functions: | Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.   1. Assists with coordination and implementation of programs and activities consistent with the Boys & Girls Clubs of Edinburg Rio Grande Valley's mission, core values, and vision statement. 2. Prepares, tracks, and monitors assigned budget, coordinating activities, and ensuring compliance with established financial, legal, grant, and/or administrative requirements. 3. Assist in preparing monthly/quarterly/yearly budget, periodic reports, work programs, grants, gathering data information for grants, and other related administrative tasks. 4. Coordinates with staff/volunteers/partners for the purpose of carrying out specific projects. Maintain tracking and creating of reports for grants, agreements, and projects. Assess and monitor/audit all grants to ensure execution of compliance standards. Attends conferences and training to gain additional grant industry best practices. 5. Markets programs to the members and community by maintaining a high profile in the community through publicity, quality programming, and creating opportunities to publicize club events and programs. 6. Implements, officiates, monitors and cleans-up facilities, and supervises youth programs. Supervises and secures facilities and equipment as assigned. Provides in-person or remote services to families and members in line with grant and BGC Edinburg deliverables. 7. Coordinates programs and special events with/for community agencies as well as leads on community outreach and internal events in direct relation to BGC initiatives. 8. Serves as an additional school/community liaison for during and after-school programs. Develops, manages, and maintains a strong relationship with school/outside organizations to ensure ongoing partnerships between Club and School. 9. Solicits sponsors for programs and special events. 10. Completes formal evaluations & assessing needs for ongoing professional development. 11. Maintain safety for the public and staff. 12. Prepares youth/teens for success. 13. Contributes to identifying and implementing strategies for quality program improvements. 14. Prepares and gives or assists in presentations. 15. Performs related work and reports as assigned. 16. Ensures programs are being implemented as intended, and collects outcomes tracking tools including attendance sign in sheets, pre/post tests, etc. 17. Establish and monitor adherence to policies and procedures for self and by all program staff. |
| Conditions of Employment: | 1. Applicants will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration. 2. Applicants must take and pass a pre-employment drug test administered by the City of Edinburg at the City’s expense. 3. Must have a current valid class “C” driver’s license from the Texas Department of Public Safety with a satisfactory driving record. 4. Bilingual English/Spanish Preferred. |
| Required Education: | Associates Degree in related fields. |
| Education Preference: | Bachelor's degree in Business, Finance, Interdisciplinary, or related field required. |
| Educational Substitute: | Additional education and experience or an equivalent combination of training and experience may be substituted for the above requirements. |
| Required Work Experience: | Two (2) years experience in youth development management. |
| Experience Preference: | Three (3) years of experience in youth development programs and procedures**.** |
| Supervisory Experience Requirement: | Not Applicable. |
| Required Knowledge, Skills, & Abilities | 1. Requires a working knowledge of Boys & Girls Club programs and procedures. 2. Must be able to work under pressure and meet deadlines. Ability to work effectively without direct supervision. 3. Excellent organizational, interpersonal, written, and oral communication skills. 4. Requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment. 5. Must have the ability to supervise/coordinate programs. Must have good writing skills, strong leadership qualities, the ability to coordinate, inspire and motivate others and the ability to work effectively without direct supervision. 6. Must have good public relations/community ability. 7. Sensitive to the needs of youth/teens. 8. Working knowledge of youth development programs and operation and procedures. 9. Goal-oriented, organized team player. |
| Equipment Materials: | General office and safety equipment/materials to include but not limited to the following:   * Computer * General office equipment. |
| Work Conditions: | The job has minimum hazards associated with lifting equipment. Moderate hazards associated in transporting and supervising at risk youth and the physical demands are moderate. |
| Mental Demands: | While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public |

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| **Physical Demands** | | | | | | | | | | | | | | | | |
| **Environmental Conditions:** | | | | | | | | | | | | | | | | |
| **HEALTH AND SAFETY** | | | | | **ENVIRONMENT FACTORS** | | | | | | | **PRIMARY WORK LOCATION** | | | | |
| Mechanical Hazards | | | ☐ | | Respiratory Hazards | | | | | | ☐ | Office Environment | | | | ☒ |
| Chemical Hazards | | | ☐ | | Extreme Temperatures | | | | | | ☒ | Warehouse | | | | ☐ |
| Physical Danger or Abuse – upset customers | | | ☒ | | Expressing/Exchanging Spoken Word | | | | | | ☒ | Closed Quarters/Crawl Spaces | | | | ☐ |
| Fire Hazards | | | ☐ | | Noise | | | | | | ☐ | Vehicle | | | | ☐ |
| Explosives | | | ☐ | | Wetness/ Humidity | | | | | | ☒ | Outdoor Environment | | | | ☒ |
| Communicable Diseases | | | ☒ | | Vibration | | | | | | ☐ | Inside Environment | | | | ☒ |
| Electrical Hazards | | | ☐ | | Physical Hazards | | | | | | ☐ | Shop | | | | ☐ |
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| **Visual Acuity:** | | | | | | | | | | | | | | | | |
| Near Visual | | | ☒ | | Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers. | | | | | | | | | | | |
| Far Visual | | | ☒ | | Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well. | | | | | | | | | | | |
| Peripheral Vision | | | ☒ | | Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. | | | | | | | | | | | |
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| **Physical Activities:** | | | | | | | | | | | | | | | | |
| **TASK** | | | | **FREQUENCY** | | | | **PERFORMANCE** | | | | | | | | |
| N = Never  (never occurs) | R – Rarely  (less than 1 hour a week) | | | | | | O = Occasionally  (up to 1/3 of the time) | | | F = Frequently  (from 1/3 to 2/3 of the time) | | | | C = Continuously  (2/3 or more of the time) | | |
| Climbing | | | O | | | | | Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. | | | | | | | | |
| Stooping (bending at waist) | | | O | | | | | Bending body downward and forward by bending spine at waist. | | | | | | | | |
| Kneeling (one or both knees) | | | O | | | | | Bending legs at knee to come to a rest on knee or knees. | | | | | | | | |
| Lifting/Carrying | | | O | | | | | Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. | | | | | | | | |
| Keyboarding | | | F | | | | | Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad. | | | | | | | | |
| Reaching (at or below shoulder level) | | | O | | | | | Extending hand(s) and arm(s) in any direction. | | | | | | | | |
| Reaching Overhead | | | O | | | | | Extending hand(s) and arm(s) higher that the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more. | | | | | | | | |
| Twisting/Turning (rotation) | | | O | | | | | Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine. | | | | | | | | |
| Handling (manipulated objects) | | | F | | | | | Seizing, holding, grasping, turning or otherwise working with hands. | | | | | | | | |
| Standing | | | F | | | | | Remaining upright on the feet, particularly for sustained period of time. | | | | | | | | |
| Walking | | | F | | | | | Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. | | | | | | | | |
| Sitting | | | F | | | | | Remaining in a seated position for extended periods of time without being able to leave the work area. | | | | | | | | |
| Grasping (whole hand activities) | | | O | | | | | Applying pressure to an object with the fingers and palm. | | | | | | | | |
| Pushing/Pulling | | | O | | | | | Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | | | | | | | | |
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| **Physical Requirements:** | | | | | | | | | | | | | | | | |
| **TASK** | | **WEIGHTS** | | | | **CHECK IF APPLICABLE** | | | **PERFORMANCE** | | | | | | | |
| Sedentary Work | | Up to 10 lbs. | | | | ☐ | | | Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. | | | | | | | |
| Light Work: | | Up to 20 lbs. | | | | ☐ | | | Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. | | | | | | | |
| Medium Work: | | Up to 50 lbs. | | | | ☒ | | | Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects. | | | | | | | |
| Heavy Work: | | Up to 100 lbs. | | | | ☐ | | | Exerting up to 100lbs of force occasionally, between 2 persons, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects. | | | | | | | |

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| Authorization: | I have reviewed this description and understand the requirements and responsibilities of the position.  \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Print Name Signature of Employee  The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. |