

WE ARE HIRING

Director of Operations



The Martha's Vineyard Boys & Girls Club
is searching for a

DIRECTOR OF OPERATIONS

who will play a key role in the daily oversight of clubhouse operations and facilities. This role is responsible for implementing Club objectives, standards, policies, and procedures to ensure the delivery of high-quality programs to members.

Please find a full job description at mvbgclub.org/careers
Interested persons who wish to apply for this position,
please submit your interest and resume to:
office@mvbgclub.org



MARTHA'S VINEYARD
BOYS & GIRLS CLUB

Martha's Vineyard Boys & Girls Club is an Equal Opportunity Employer

RESPONSIBILITIES

LEADERSHIP

- Oversee the implementation and delivery of operations, programs, services, and activities that facilitate the achievement of Youth Development Outcomes.
- Oversee the recruiting, training, retention, and development of program staff.
- Work with and support the Executive Director to accomplish organizational goals and mission.
- Oversee the volunteer program.

STRATEGIC PLANNING

- Oversee the identification and evaluation of opportunities to improve program effectiveness based on participation and achievement of stated goals; recommend modifications to improve program performance, as appropriate.

RESOURCE MANAGEMENT

- Coordinate departmental budget development, monitor and report variances in revenues and expenditures.
- Manage administrative and operational processes, overseeing the maintenance and repair of buildings, equipment, and other facilities.
- Manage the performance of assigned staff in achieving goals, providing technical assistance in program design, development, community relations, and program operations.
- Plan and implement a staff development and training program.
- Oversee performance management system, including recruitment, employee relations, training, and development.
- Supervise the building, including safety procedures and security, when needed.

PARTNERSHIP DEVELOPMENT

- Develop collaborative partnerships with other youth-serving organizations, members, parents, families and community organizations.
- Support Board Committees, as assigned.

MARKETING AND PUBLIC RELATIONS

- Participate in activities to maintain good public relations for Club programs, services and activities.

ADDITIONAL RESPONSIBILITIES

- May assist in the administration of restricted programs by overseeing program operations at each location; ensures the completion of required reports; and prepares any required interagency reports.
- May be responsible for managing human resources programs and systems including recruitment, employee relations, compensation and benefits, training and development.

RELATIONSHIPS

- **Internal:** Maintains close contact with assigned staff to provide technical assistance in programming and operations; interacts regularly with the Executive Director and as assigned with the Board and its Committees.
- **External:** Maintains contact with external community groups, schools, and others.

SKILLS/KNOWLEDGE/REQUIREMENTS

- Bachelor's degree from an accredited college or university.
- At least five years' work experience in non-profit agency operations management and supervision or an equivalent combination of experience and education. Preference given to youth development education or experience.
- Proven leadership skills, with the ability to facilitate understanding, inspire confidence, and effectively manage staff.
- Demonstrated ability to organize, direct, and coordinate operations in a non-profit setting, including program development and management.
- Demonstrated problem-solving skills, flexibility, and the ability to manage multiple tasks with limited supervision.
- Ability to establish and maintain effective working relationships with a wide range of stakeholders.
- A valid Massachusetts driver's license is required (may be required to drive Club vehicles).

Please note the information presented in this job description 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.