



**BOYS & GIRLS CLUB  
OF THE MUSKEGON  
LAKESHORE**

**POSITION DESCRIPTION**

**TITLE:** Summer 2018 Fellowship - Nonprofit Administration

**REPORTS TO:** Operations Director

**COMPENSATION:** Unpaid

**STATUS:** Part Time, Seasonal

**PRIMARY FUNCTION:**

Members of the Summer Fellowship program will work alongside the Operations Director to assist with the management of overall daily operations of 2 year-round, and 3 seasonal sites within Boys & Girls Club of the Muskegon Lakeshore. Their primary concern will be on programs and service delivery, supervision and training of staff, facilities management, community relations, and membership and summer food service administration. Fellows will provide a positive customer service experience for all members, staff, parents, and volunteers. They will be mentored by an Operations Director, and will attend engaging staff trainings that will help them improve their professional knowledge, competence, skills, and effectiveness. Based upon individualized professional development goals, Summer 2018 fellows will have the opportunity to attend online trainings and certifications through Spillett Leadership University's School of Management, School of Resource Development or School of Youth Development.

**ESSENTIAL JOB RESPONSIBILITIES:**

*Leadership*

- Assist with establishing all Programs and their objectives, as well as activities and services that prepare youth for success and that create an environment that facilitates the achievement of Youth Development Outcomes.
- Ensure a healthy and safe environment by ensuring facilities, equipment and supplies are maintained.
- When requested, serve as a contact with local school districts and other community organizations for the purpose of developing and fostering partnerships at a program/curriculum based/logistical level.

*Strategic Planning & Program Management/Development*

- Assist with the continuous evaluation of Club programs, reporting results according to established deadlines and addressing gender and cultural needs of members.
- Compile necessary data and paperwork for grant applications, program analysis, etc.
- Remain active participant with Boys and Girls Clubs of America goals and strategies.
- Work in conjunction with Operations Director to meet yearly and quarterly goals and objectives for each Unit.
- Compile regular reports reflecting all activities, attendance and participation, as needed.

*Resource Management.*

- Ensure administrative and operational systems are in place to maintain the operation of the Unit, including use of facilities by outside groups, emergency/crisis procedures, requests for repairs or purchases, etc.

- Provide support in all Human resource functions, including new hires, staff meetings and trainings, etc.

**Partnership Development**

- Develop partnerships with parents, community leaders and organizations.
- Assist in managing opportunities to work collaboratively with other business or organizations to meet the needs of Club members.

**Marketing and Public Relations**

- Increase visibility of Club programs via posting daily schedules, announcement of upcoming events and dissemination of timely information to schools, other organizational and the media.
- Participate in planning and execution of special events.
- Assist with the development of newsletter and other marketing tools.

**ADDITIONAL RESPONSIBILITIES:**

- May participate in organizational programs and/or events.
- Abide by and support the Club mission- *to inspire and enable all youth to reach their full potential, as caring, productive, and responsible citizens.*
- Assume other various duties as assigned.

**SKILLS/KNOWLEDGE REQUIRED:**

- Educational background should be currently in the process of pursuing a Bachelors or Associates degree in related field from an accredited college/university
- Strong communication skills, both oral and written.
- Ability to recruit, train, manage and motivate staff.
- Demonstrated organizational and project management abilities

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Must be able to sit, stand or walk for extended periods of time.
- Must be able to squat or bend to communicate at youths' level.
- Must be able to lift up to 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facility, on the property and/or on field trips.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this position. 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.

**Signed by:** \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_  
 Incumbent / Date

**Approved by:** \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_  
 Supervisor / Date

**Reviewed by:** \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_  
 Executive Director / Date