



**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.

