Boys & Girls Club of Cheyenne

Chief Operations Officer

REPORTS TO: Chief Executive Officer

DEPARTMENT: Administrative

FLSA: ( ) Part-Time ( x) Full-Time (x ) Exempt ( ) Non-Exempt

PRIMARY FUNCTION:

The Chief Operations Officer is responsible for providing leadership and direction in the operation of multiple units, unit extensions or community impact sites, as well as programs of the organization with primary concern for program development, implementation, and evaluation, to include the oversight and management of grant compliance. Supervision of unit, unit extensions, and impact site directors; staff development; supervision of facility maintenance and safety; and budget management.

KEY ROLES:

Leadership

Lead the development and implementation of organizational program goals in relation to need and available resources to facilitate achievement of Youth Development Outcomes.

Strategic Planning

Evaluate overall program effectiveness based on participation and achievement of stated goals; recommends modifications to improve program performance as appropriate.

Board Development

Support Board Committees through attendance, participation and other responsibilities as assigned.

Resource Management

- Coordinate organization 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.
- Transportation management, ensure buses are maintained, CDL program is in compliance, and scheduling is complete.
• Manage performance of assigned staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
• Collaborate with HR in implementing staff development, training and retention programs.

**Partnership Development**

Develop partnerships with other youth serving organizations, members, parents, families and community organizations.

**Marketing and Public Relations**

Identify and cultivate public relation opportunities for Club programs, services and activities.

**ADDITIONAL RESPONSIBILITIES:**

• Oversee program operations at each location; ensure the completion of required reports and preparation of any required interagency reports.

**RELATIONSHIPS:**

**Internal:** Maintains close contact with staff to provide technical assistance in matters of programming and operations; interacts regularly with Chief Executive Officer and as assigned with the Board and its Committees.

**External:** Maintains contact with external community groups, schools, and others.

**SKILLS/KNOWLEDGE:**

• Bachelor’s degree from an accredited college or university preferred.
• Minimum of four years of work experience in operations management and supervision preferred.
• Considerable knowledge of the mission, objectives, and programs of Boys & Girls Clubs; and the principles and practices of non-profit organizations.
• Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, the recruitment and retention of key personnel; facilities management; and budget management.
• Strong communication skills, both verbal and written.
• Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
• Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.
PHYSICAL REQUIREMENTS/WORK ENVIRONMENT: This is considered a light exertion position. Work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. This position requires walking/standing to a significant degree; sitting most of the time while pushing or pulling arm or leg controls; or working at a production rate pace constantly as the stress and strain of a production rate pace can be physically demanding even though the amount of force exerted is negligible. This position requires sitting a good portion of the day but involves walking standing for extended periods of time and walking at a brisk pace.

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. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the BGCCHEY may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the BGCCHEY is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will. Must pass background check and pre-employment and random drug testing.

Job Type: Full-time

Pay: From $65,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Referral program
- Vision insurance

Schedule: Monday to Friday

Experience:

- Staff supervision: 2 years (Required)
- Operations management: 4 years (Preferred)

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