



BOYS & GIRLS CLUBS
OF THE EAST VALLEY

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JOB ANNOUNCEMENT - PLEASE POST

To: All Locations
From: Joan Hibdon
Subject: Job Opening
Date: September 18, 2019

Qualified candidates are encouraged to apply for the full-time **Program Director** position currently open at our **Gila River Branch – Sacaton**.

Among other duties, a qualified candidate for the **Program Director** position must have the ability to recruit, hire, train, and effectively supervise program staff and volunteers; assist in planning and overseeing quality youth and teen programs; provide guidance to members; provide data on programs; and write requested reports. In addition, this person must possess strong leadership skills; be a team player; personable; and highly self-motivated.

The minimum requirements for this position are: 1-2 years work experience in a Boys & Girls Club or similar organization, four year degree in a related field or equivalent experience, strong written and verbal communication skills, and group leadership skills. Due to insurance requirements, the candidate must be at least 21 years old, have a valid driver's license and a clean driving record.

The salary range for this position is \$31,000-35,900 a year and is based on the candidate's qualifications, education and experience.

Interested persons need to submit the following information via email to hr@clubzona.org or fax to (480) 820-4093, by September 30, 2019. The posting will remain open until filled.

- ☆ An current resume
- ☆ A letter of interest outlining your qualifications for the position