

**Job Title:** CCGY Director

**Supervisor:** HR/Program Committee, President of the CCGY Board

**Organization Summary:** *The Citizens Committee for Greenwich Youth* (CCGY) is a volunteer, non-profit organization whose purpose is to provide recreational facilities, programs and opportunities for the youth of our community. We work with the Village of Greenwich, the Town of Greenwich as well as public and private entities to maximize the impact of our funds.

**Position Summary:** The CCGY Director provides oversight and direction of daily GYC operations and creates and guides the implementation of youth programming. The Director collaborates with the HR committee on the training and supervision of staff and volunteers as well as the creation and management of the GYC budget. Good communication and collaboration with others (CCGY board, staff, village office and community groups, etc) is an essential part of this position.

### **Key Responsibilities**

- Coordinate with the Program Manager to maintain open hours and signature programs.
- Recruit, organize and maintain the GYC volunteer force.
- Together with the Program Manager develop a volunteer training program.
- Actively supervise GYC activities during open hours for a minimum of 10 hours weekly.
- Develop, organize and schedule special programming throughout the year.
- Coordinate with Program Manager to produce a monthly calendar of events for GYC and CCGY
- Maintain general food and program supplies including purchase of supplies and working with the Greenwich Food Pantry.
- Develop and execute regular communication plans for members, volunteers, board and community.
- Support the Program Manager to produce all flyers, social media and press releases.
- Maintain frequent contact with volunteers, board members, staff, parents and members.
- Work with HR/Program committee to develop and implement program budgets
- Represent GYC and CCGY to the community by attending appropriate events and meetings
- Work with CCGY Board on fundraising events, grant research and writing and follow-up communication with donors.
- Provide management of Program Manager including input on annual review.
- Interface with board members and committees as necessary.
- Partner with community groups on special programming for youth.
- Promote Gannon Park, Thunder Mountain Trails, and family and community programs.

### **Skills & Qualifications**

- Background check required
- Proficiency in computer programs especially Office
- Good communication and organizational skills
- Ability to work well with children, grades 4-12, in both educational and recreational settings

**Salary:** \$18 per hour

Average 25-hour work week (including Saturdays)