



BOYS & GIRLS CLUB
of the Iowa Tribe of Kansas & Nebraska

Job Description for CEO Boys and Girls Club

Position Title: CEO of Boys and Girls Club

Scheduled Hours: M-F 10AM-6PM but may include evenings and weekends as needed for club events. Summer club hours may vary

Pay: Salary \$35k - \$55k

Reports To: Boys and Girls Club Board

Qualifications:

- Experience working with children
- Experience working in a managerial field
- Must have a clean background check and drug screen
- Must possess a valid driver's license
- Ability to work with children of all ages and needs
- Experience in Grant reporting and budgeting
- CPR certification

Essential Functions:

- Create lesson plans following grant instructions
- Administer grant money to appropriate supplies when purchasing
- Oversee the club and club staff
- Create community engagement activities and field trips
- Supervise club children
- Ensure that all club children have appropriate documentation and consent forms signed by parents/guardians
- Recruit outside sponsors or organizations for additional support, club success
- May aid in developing club fundraisers, or by participating in fundraising events to raise money for the club
- Other duties as assigned

The Tribe reserves the right to change or modify this job description at any time.

The Iowa Tribe of Kansas and Nebraska is committed to the principle of tribal preference in employment as authorized under applicable tribal, federal, and state laws. Preference in hiring and promotion will be given to qualified enrolled members of The Iowa Tribe of Kansas and Nebraska, followed by members of other federally recognized tribes.