



**2602 W Baseline Rd Ste 25
Mesa, AZ 85202
(480) 820-3688**

FAX: (480) 820-4093

JOB ANNOUNCEMENT - PLEASE POST

To: All Clubs
From: Diane Aman
Subject: Job Opening
Date: January 3, 2018

Qualified candidates are encouraged to apply for the full-time **Program Director** at our **Gilbert Branch** currently open with the Boys & Girls Clubs of the East Valley.

This employee directs the operation of all health and physical education and teen programs at a specific branch with the primary concern for the programming sports leagues and youth and teen health and physical education activities. Plans, develops, implements, coordinates, supervises and evaluates teen and health and physical education program staff. Provides healthy habit options and sports leagues for both youth and teens.

Qualified candidates must have a minimum of two (2) years full time (4 years part time) work experience planning and supervising health and physical education and teen activities in a Boys & Girls Club or similar organization and a four year degree from an accredited college or university or equivalent experience. Due to our vehicle insurance requirements, the Program Director must also be at least 21 years old with a valid driver's license. The salary range for this position is \$26,000-\$27,000 per year depending on experience and education.

Qualified candidates need to submit the following information to Diane Aman at the Program Service Center by January 17th. When submitting your cover letter and resume, the document must state that you are applying for the Gilbert Program Director position. Fax resumes to **480-820-4093 Attention Diane** or email your resume to **diane.aman@clubzona.org**.

- ☆ An updated application and/or current resume.
- ☆ A cover letter outlining your qualifications for the position and include that you are applying for the Gilbert Program Director position.