

COOPERATIVE AGREEMENT

AN AGREEMENT by and between **JACKSON COUNTY, MISSOURI**, hereinafter called "the County" and **BOYS & GIRLS CLUB OF GREATER KANSAS CITY**, 6301 Rockhill Road, Suite 303, Kansas City, MO 64131, hereinafter called "Organization."

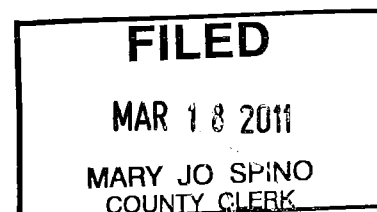
WHEREAS, the County and Organization desire to enter into an Agreement to provide funding whereunder the County will pay \$44,460.00 to Organization to partially fund certain youth programs in the Club's four units: Thornberry, J&D Wagner, Leslie and Hawthorne Boys & Girls Clubs of Greater Kansas City; and,

WHEREAS, the County deems it to be in the best interest of its citizenry to support such programs and activities; and,

NOW THEREFORE, in consideration of the foregoing and the terms and provisions herein contained, the County and Organization respectively promise, covenant, and agree with each other as follows:

1. **Services.** Organization shall provide funding for its Deepening the Impact program which focuses on healthy lifestyles and targets the Thornberry, J&D Wagner, Hawthorne, and Leslie Boys & Girls Club of Greater Kansas City units, as is more fully set out in the proposal attached hereto as Exhibit A and incorporated herein by reference.

2. **Terms of Payment.** The County agrees to pay to Organization the total amount of \$44,460.00 in quarterly installments of \$11,115.00 each, with the first payment to be made upon execution of this Agreement. The remaining payments shall



be made upon the County's receipt of the reports as set forth in paragraph 3 hereof.

3. **Reports.** Within 30 days after the conclusion of each calendar quarter under this Agreement, Organization shall submit a quarterly report, including cancelled checks and/or a copy of the face of the check and corresponding bank statements, invoices, and any other documents requested by the Director of Finance and Purchasing, to establish that the funds provided pursuant to this Agreement were used for the purposes set forth herein. The last quarter's report shall include an annual report which shall summarize all of Organization's activities pursuant to this Agreement. Organization's failure to submit this annual report shall disqualify Organization from future funding by the County.

4. **Submission of Documents.** No payment shall be made under this contract unless the contracting Organization shall have submitted to the Director of Finance and Purchasing (1) a written proposal setting out in detail the intended use of the County's funding, including the target population to be served; (2) the Organization's IRS Form 990, from the previous fiscal or calendar year; (3) a statement of the Organization's total budget for its most recent fiscal year; and, (4) a detailed explanation of actual expenditures of County funds (pertains to final payments and payments on contracts for future years.) If an Organization has previously received County funding, to be eligible for future payments, an Organization must submit either an audited financial statement for the Organization's most recent fiscal or calendar year, by March 31 of the following year, or a certified public accountant's program audit of County funds, by January 31 of the following year. Any document described herein which was submitted to the Director

of Finance and Purchasing as a part of an application for funding need not be resubmitted to qualify for payment. No payment shall be made if the contract Organization is out of compliance on any other County contract.

5. **Equal Opportunity.** Organization agrees and assures that no person eligible for services shall on the ground of race, color, religion, national origin, sex, handicap, veteran status, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination for any service funded by this Agreement. Furthermore, Organization agrees and assures that it will provide equal employment opportunities to applicants and employees and will not discriminate against them on the basis of race, color, religion, national origin, sex, handicap, veteran status, or age.

6. **Audit.** The County further reserves the right to examine and audit, during reasonable office hours, the books, and records of Organization pertaining to its finances and operations.

7. **Default.** If Organization shall default in the performance or observation of any term or condition of this Agreement, the County shall give written notice setting forth the default and the correction required. If said default shall continue and not be corrected by Organization within ten days of its receipt of said notice, the County may, at its election, terminate the Agreement and withhold any payments not yet made. Said election shall not in any way limit the County's right to seek legal redress.

8. **Conflict of Interest.** Organization warrants that no officer or employee of the County, whether elected or appointed, shall in any manner whatsoever be interested

in or receive any benefit from the profits or emoluments of this Agreement.

9. **Severability.** If any covenant or other provision of this Agreement is invalid or incapable of being enforced by reasons of any rule of law or public policy, all other conditions and provisions of this Agreement shall nevertheless remain in full force and effect and no covenant or provision shall be deemed dependent upon any other covenant or provision unless so expressed herein.

10. **Liability and Indemnification.** No party to this Agreement shall assume any liability for the acts of any other party to this Agreement, its officers, employees or agents and Organization shall indemnify, defend and hold the County harmless from any and all claims, liabilities, damages, costs (including reasonable attorney's fees directly related thereto) including but not limited to violation of civil rights and/or bodily injury to or death of any person and for damage to or destruction of property if and to the extent caused by the negligence, willful misconduct or omissions of Organization during the performance of this Agreement.

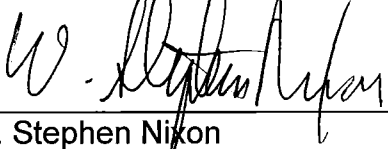
11. **Term.** This Agreement shall be effective January 1, 2011, and shall terminate on December 31, 2011. This Agreement may be terminated prior to that date by either party upon written notice, delivered thirty (30) days prior to the effective date of termination. If this Agreement is terminated by either party, the County shall pay only for those services actually performed by Organization as verified by the County's audit.

12. **Incorporation.** This Agreement incorporates the entire understanding and agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement this 18th

day of March, 2011.

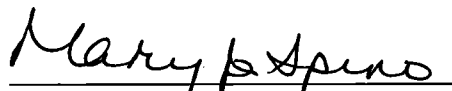
APPROVED AS TO FORM:


W. Stephen Nixon
County Counselor


JACKSON COUNTY, MISSOURI

By: 
Michael D. Sanders
County Executive

ATTEST:


Mary Jo Spino
Clerk of the Legislature

BOYS & GIRLS CLUB OF GREATER
KANSAS CITY

By: 
Executive Director
43-6072065
Federal I.D. or S.S.#

REVENUE CERTIFICATE

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$44,460.00 which is hereby authorized.

March 15, 2011
Date


Director of Finance and Purchasing

Account No. 003-7727-56789

03012011021



OUTSIDE AGENCY FUNDING REQUEST FORM 2011 BUDGET

415 E 12th Street, 2nd Floor
Kansas City, MO 64106

Email: auditor@jacksongov.org

SEP 13 2010

Section A: Organization or Agency Information	page 1
Section B: Agency's 2010 and 2011 Revenue Information	page 2
Section C: Individual Program Budget	page 3
Section D: Program Information	pages 4 - 8
Section E: Summary of Request by Program	page 9

Section A: Organization or Agency Information

Name: Boys & Girls Clubs of Greater Kansas City

Address: 6301 Rockhill Rd., Suite 303, Kansas City, MO 64131

Phone No: 816-361-3600 Fax: 816-361-3675

Website Address: www.helpkckids.org

Federal Tax ID No: 43-6072065 Fiscal Year Cycle: January 1 - December 31

Executive Director: David A. Smith

Name and Title of Principal Contact Person: Janea Gadelman, Development Director

Phone No: 816-361-3600 Email Address: jgadelman@helpkckids.org

Submittal of this request has been authorized by:

Date:

David A. Smith

9-13-10

Section B: Agency's 2010 and 2011 Revenue Information

Agency's 2011 Projected Revenue Information

Funding Entity	Agency's 2011 Total Projected Revenue Source You Will Request 2011 Funding From	Projected Amount	% of Total Revenue
Federal	Boys & Girls Clubs of America	\$ 130,000	3
State	Child Care & Food Subsidies	\$ 63,000	2
Jackson County	COMBAT, COMBAT Match, Outside Agency	\$ 195,340	5
Other Counties		\$ -	0
City	City of Independence	\$ 25,000	1
Charity/Donations	Individuals, Corporations, Foundations & United Way	\$ 1,998,958	52
Fundraisers	Special Events	\$ 877,936	23
Other	Operations/Club Generated Revenue, CDBG & other	\$ 549,000	14
2011 Total Projected Revenue		\$ 3,839,234	

Agency's 2010 Revenue Information

Funding Entity	Agency's 2010 Total Revenue Source You Received Funding From	Amount	% of Total Revenue
Federal	Boys & Girls Clubs of America	\$ 130,000	7
State	Childcare & Food Subsidies & Dept. of Mental Health	\$ 63,000	3
Jackson County	COMBAT, COMBAT match, Outside Agency	\$ 195,000	11
Other Counties		\$ -	0
City	City of Independence	\$ 25,000	1
Charity/Donations	Individuals, Corporations, Foundations & United Way	\$ -	0
Fundraisers	Special Events	\$ 877,936	48
Other (please list)	Operations/Club Generated Revenue, CDBG & Other	\$ 549,000	30
2010 Total Revenue		\$ 1,839,936	

If your agency received funding from Jackson County in 2010, please identify the funding source, amount and program name below.

Jackson County Funding Source	Yes	No	Amount	Program Name
COMBAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 150,880	SMART Moves
Mental Health Levy	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Board of Services for Developmentally Disabled	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Domestic Violence Board	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Housing Resources Commission	<input type="checkbox"/>	<input type="checkbox"/>	\$ -	
Outside Agency Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ 44,460	Project Learn
2010 Total Jackson County Funding			\$ 195,340	

SEP 13 2010

Did your agency receive funding or resources in 2010 from either of the following?

Mid America Regional Council	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ -
Harvesters	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ -

Section C: 2011 Program Budget

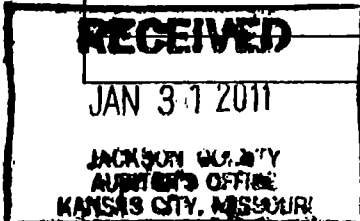
Complete a separate program budget for each program your agency is applying for funding.

Agency Name: Boys & Girls Clubs of Greater Kansas City

Program Name: Deepening the Impact

Personal Services			
For each salary request below please attach a job description or duties.			
Position / Title	Total Salary	% of Salary to be funded by Jackson Co.	Amount of Salary to be funded by Jackson County
Salaries FT	107,000		\$ 12,472
Salaries PT	75,000		\$ 29,840
Fringe Benefits	35,000		
Professional Fees	118,000		\$ -
Marketing	10,000		
Training	55,000		\$ -
Total Salaries			\$ 42,312
Total Benefits			\$ -
Total Personal Services			\$ 42,312
Contractual Services			
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Contractual Services			\$ -
Supplies			
Brochure Racks, ACT Prep Software, Incentives, Program posters & signage			\$ 2,148
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Supplies			\$ 2,148

Total Program Request \$ 44,460





POSITION DESCRIPTION

TITLE: Program Director (F)

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Program Operations

REPORTS TO: Unit Director

SEP 13 2010

Salary Hourly

POSITION SUMMARY:

The Program Director is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs for youth between the ages of 5 and 18 within a designated Club including programs in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts and Sports, and Fitness and Recreation. Provide leadership and supervision to program and volunteer staff; manage budgets and control expenses as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge

- Knowledge of youth development principles of youth ages 5-18
- Group leadership skills
- Understanding of Group Dynamics
- Sensitivity to the needs of the families and local community
- Ability to handle confidential information
- Knowledge of Boys & Girls Clubs of America National Programs
- Understanding of Human Resource principles

Education

High School Diploma required; Four-year college degree from an accredited college in related area/areas of youth development preferred.

Experience

Minimum of two years experience in the operation of a Boys & Girls Clubs (or similar organization) preferred. Demonstrated ability to effectively manage budgets and control expenses.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision Making Skills:** Analyzing, Innovating

- **Developing Organizational Talent:** Delegating, Coaching
- **Leadership Skills:** Team Building, Lead by Example, Managing Change
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development
- **Planning Skills:** Action Planning and Organizing, Monitoring
- **Relationship Skills:** Teamwork, Conflict Management
- **Safety, Health and Environment Skills:** Supporting a Safe Environment

KEY ROLES - Competency Areas:

PREPARING YOUTH FOR SUCCESS

- YD1 Establish Programs, Activities and Services that Prepare Youth for Success
 YD2 Create a Club Environment that Facilitates the Achievement of Youth Development Outcomes

HEALTH AND SAFETY

- YD3 Ensure a Healthy and Safe Environment
 YD4 Ensure that Facilities, Equipment and Supplies are maintained

PROGRAM DEVELOPMENT AND IMPLEMENTATION

- YD5 Plan, Develop, Implement and Evaluate Programs, Services and Activities
 YD6 Ensure productive work environment

SUPERVISION

- YD7 Supervise the Performance of Assigned Program Volunteers and Staff

TECHNOLOGY

- YD8 Update and Maintain Skills in Use of Current Technology and Information Management Systems

PARTNERSHIP DEVELOPMENT

- YD9 Develop Partnerships with Parents, Community Leaders and Organizations

MARKETING AND PUBLIC RELATIONS

- YD10 Develop and Maintain Public Relations

STRATEGIC PLANNING

- MP2 Contribute to the planning and implementation of the strategic plan

ADDITIONAL ACCOUNTABILITIES:

Supervisory Responsibilities

- Provide direct supervision to volunteers and assigned staff.
- Knowledge of and ability to insure adherence to the organization's Operations Plan
- Provide leadership at special programs and/or events.
- Ensure program outcome measurement by staff

Program Responsibilities

- Provide program outcomes to appropriate staff at assigned intervals
- Coordinate staffing with outreach staff

- Work in conjunction with Teen Director to ensure Teen-specific programs are carried out effectively, including developing recognition strategies, tracking and monitoring of teens' progress and assisting with the training and orientation of program staff, members, volunteers, and parents.
- Provide oversight of Visions software by ensuring input & accuracy of membership data and reporting.

Budget Responsibilities

- Limited control expenditures against an assigned budget.
- Direct budget responsibilities to authorize expenditures of agreed-upon budget program lines items as approved by Unit Directors.

Relationships

Internal:

Maintain daily contact with Club staff, including full time, part time, program and volunteers, to discuss issues challenges and opportunities; provide and receive information as warranted; Provide guidance and discipline to members; maintain regular contact with Program Directors in other Clubs within the same organization.

Relationships – continued

External:

Maintain contact with other youth-serving agencies and parents of members and other youth served.

Other Requirements

- CPR and first aid certifications
- Valid (state) driver's license
- Meet the eligibility of insurance company regulations for operating Club vehicle(s)

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Regularly speak clearly and hear the spoken word.

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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:

Incumbent

Date

SEP 13 2010
 PD – PROGRAM DIRECTOR, C-F, YD02

Approved by:

Supervisor Date

Reviewed by:

Vice President of Human Resources Date

SEP 13 2010

PD - PROGRAM DIRECTOR, C-F, YD02



POSITION DESCRIPTION

TITLE: Director, Teen Services (F)

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Operations

REPORTS TO: Unit Director

Salary Hourly

POSITION SUMMARY:

The Teen Director is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs for youth between the ages of 13 to 18 within a designated Club including programs in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts and Sports, and Fitness and Recreation. Provide leadership and supervision to program and volunteer staff; manage budgets and control expenses as assigned.

QUALIFICATION REQUIREMENTS:

Knowledge

Demonstrated knowledge of principles related to development of youth between 13 to 18 years of age, group leadership skills, and an understanding of group dynamics.

Education

Four-year college degree from an accredited college in related area/areas of youth development or equivalent related experience required.

Experience

Minimum of two years experience in the operation of a Boys & Girls Club (or similar organization) preferred. Demonstrated ability to effectively supervise, manage budgets and control expenses.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision Making Skills:** Analyzing
- **Developing Organizational Talent:** Delegating
- **Leadership Skills:** Team Building
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development

SEP 13 2010

Skills - continued

- **Planning Skills:** Action Planning and Organizing, Monitoring
- **Relationship Skills:** Teamwork
- **Safety, Health and Environment Skills:** Supporting a Safe Environment

KEY ROLES - Competency Areas:

PREPARING YOUTH FOR SUCCESS

- YD1 Establish Programs, Activities and Services that Prepare Youth for Success
YD2 Create a Club Environment that Facilitates the Achievement of Youth Development Outcomes

HEALTH AND SAFETY

- YD3 Ensure a Healthy and Safe Environment
YD4 Ensure that Facilities, Equipment and Supplies are Maintained

PROGRAM DEVELOPMENT AND IMPLEMENTATION

- YD5 Plan, Develop, Implement and Evaluate Programs, Services and Activities, including 8-week lesson plans for staff's implementation

SUPERVISION

- YD7 Supervise the Performance of Assigned Program Volunteers and Part-time Staff

TECHNOLOGY

- YD8 Update and Maintain Skills in Use of Current Technology and Information Management Systems

PARTNERSHIP DEVELOPMENT

- YD9 Develop Partnerships with Parents, Community Leaders and Organizations

MARKETING AND PUBLIC RELATIONS

- YD10 Develop and Maintain Public Relations

ADDITIONAL ACCOUNTABILITIES:

Supervisory Responsibilities

- Provide direct supervision to volunteers and part-time staff.
- Provide leadership at special programs and/or events, including First Jobs and Life Coach mentoring programs specific for teens.
- Provide training and orientation of teens and volunteers for special programs, including First Jobs.
- Provide on-going feedback and recognition of teens' progress and assist them at meeting designated benchmarks.
- Track and monitor teens' progress and report information to appropriate staff for Visions software data input and the teens' Personal Portfolio management.
- Serve as liaison for adult support systems (Life Coaches, Job Coaches, Mentors, Parents, School Counselors, etc.) assigned to teens.
- Market and promote "The Club" concept to teens and prospective business partners and supporters.
- Develop and implement a plan for the recruitment and retention of Teen members.



POSITION DESCRIPTION

TITLE: Unit Director (F)

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Operations

REPORTS TO: VP, Operations
 Salary Hourly

POSITION SUMMARY:

The Unit Director is directly responsible for the overseeing of operations and programs for a Club or branch within a multi-unit organization; facilities and budget management; staff development; supervision of assigned staff and program volunteers.

QUALIFICATION REQUIREMENTS:

Knowledge

Demonstrated knowledge of the principles and practices related to:

- Management of Club operations
- Community relations
- Principles of youth development
- Resource development
- Resource management
- Financial and budget management
- Facility and equipment management
- Knowledge of information management systems
- Recruitment, selection, development, management and evaluation of staff
- Program planning, development, implementation and evaluation
- Developing and maintaining collaborative partnerships and public relations
- Business communications

Education

A minimum of a Bachelor's Degree from an accredited college or university, or equivalent experience is required. Must also be certified in CPR and First Aid.

SEP 13 2010

Experience

A minimum of three (3) years work experience in a Boys & Girls Club or similar experience in organizational planning and supervision of activities based on the developmental needs of youth. Must have considerable knowledge of the policies, program and procedures of Boys & Girls Clubs, or of the principles and practices of similar nonprofit organizations.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision-making Skills:** Analyzing, Fact Finding, Systemic Thinking, Judgment, Problem Solving
- **Developing Organizational Talent:** Staff Development, Coaching, Providing Feedback, Delegating
- **Leadership Skills:** Developing Commitment, Influencing, Empowering, Leading by Example, Managing Change, Providing Recognition, Team Building, Encouraging Innovation
- **Personal Initiative Skills:** Organizational Awareness, Contributing to a Positive Work Environment, Proactivity, Striving For Excellence; Professional Development
- **Planning Skills:** Action Planning and Organizing, Monitoring, Project Management, Recruitment, Time Management, Strategic Planning,
- **Quality Skills:** Satisfying Customer Requirements, Using Meaningful Measures, Implementing Quality Improvements
- **Relationship Skills:** Relationship Building, Meeting Skills, Teamwork, Conflict Management, Networking, Negotiating
- **Safety, Health and Environment Skills:** Fostering Organizational Wellness, Supporting a Safe Environment

KEY ROLES

Competency Areas:

LEADERSHIP

MP1 Ensure Services, Programs, and an Environment that Prepares Youth for Success

STRATEGIC PLANNING

MP2 Contribute to the Planning and Implementation of the Strategic Plan

MP3 Ensure Quality Improvement

RESOURCE DEVELOPMENT

MP4 Contribute to Attaining Financial Support

RESOURCE MANAGEMENT

MP5 Manage Financial Resources

MP6 Manage Administrative and Operational System

MP7 Manage Facilities

MP8 Ensure a Productive Work Environment

MP9 Recruit, Select and Manage Staff

PROGRAM AND SERVICE MANAGEMENT

MP10 Ensure Program Planning, Development, Implementation and Evaluation

TECHNOLOGY

MP11 Ensure that Plans for Technology, Information Management Systems and updating Staff Skills are Implemented

PARTNERSHIP DEVELOPMENT

MP12 Develop Collaborative Partnerships

MARKETING AND PUBLIC RELATIONS

MP13 Develop and Maintain Public Relations

ADDITIONAL ACCOUNTABILITIES:

Supervisory Responsibilities

- Provide direct and indirect supervision to full and part-time administrative professionals.
- Work in conjunction with VP, Operations to carry out the overall department functions.
- Knowledge of and ability to insure adherence to the organization's Operations Plan.
- Supervision and coordination of staff and volunteers during special Club events.
- Provide direct and indirect supervision of facilities management staff.

Budget Responsibilities

- Control expenditures against budget related to administrative and operation responsibilities.
- Assists the VP, Operations in preparing the annual budget request.

Relationships

Internal:

- Maintain daily contact with program and administrative staff to interpret and explain organizational mission and standards; discuss issues and provide/receive information.

External:

- Maintain contact with external community and school groups, board of directors, members' parents and others to assist in resolving problems and to market/promote Club.

Other Requirements

- Valid (state) driver's license

ENVIRONMENTAL AND WORKING CONDITIONS:

The majority of the work time is split between an office and Club setting. Minimum travel is required.



**BOYS & GIRLS CLUBS
OF GREATER KANSAS CITY**

JOB DESCRIPTION

Date: March, 2008

Job Title: Vice President, Operations

Position Classification: Exempt

Reports To: President

General Function

To ensure that the programs and objectives of the organization are communicated to and acted upon by direct service staff and volunteers through maximum and efficient utilization of the organization's resources. Under the supervision of the President, the Vice President of Operations has general responsibility for:

- Membership promotion;
- Community and public relations;
- Direct service staff supervision;
- Capital projects and facility management oversight;
- Program development, delivery and evaluation;
- Assisting the President in budget development and monitoring; and
- Assigned board committee responsibilities.

Know How

- Graduate of a four-year college or university and have a minimum of five years experience in youth services management and community relations;
- Thorough knowledge of positive youth development concepts and youth programs;
- Possess exceptional human relations skills in addition to oral and written communication skills;
- Computer literate.

Job Segments

The Vice President of Operations will:

- Maintain open communication with direct service team;
- Articulate expectation clearly to staff;
- Articulate needs of direct service team to administration;
- Recognize staff/volunteer contributions;
- Provide quality services at our SACC and Extended Day sites;
- Provide professional development assistance;

SEP 13 2010

- Provide technical assistance to the field team;
- Provide timely feedback;
- Interface with volunteers, staff and youth;
- Assist with strategic planning;
- Provide staff support and involvement to appropriate board committees as assigned by the President;
- Carry out fiscal management procedures established by the President and Vice President of Administration;
- Approve the purchases of program supplies and equipment within the limits of authority and the organization's budget, and manage direct services expenses on a weekly basis in concert with President and Vice President of Administration;
- Identify and coordinate training needs of internal staff, make recommendations to the President when appropriate;
- Develop and implement quality standards for all program based on the positive youth development strategies;
- Ensure that the policies, goals and objectives of the organization are understood by all assigned staff;
- Monitor all programs for diversity and variety, with primary focus being on individual, small group and large group activities;
- Give leadership, support and direction to assigned staff toward meeting objectives of the organization as approved by President and Board of Directors;
- Attend all meetings, conferences and training as assigned by President;
- Initiate and monitor a comprehensive membership development strategy;
- Effectively manage and oversee maintenance and proper use of all equipment, supplies, and other resources, ensuring proper risk control measures are in place;
- Maintain awareness of program activity, building usage, or community representation involving the Club, and keep President informed of same, seeking clearances and approvals as needed;
- Establish plans and ensure that assigned staff are trained in areas such as crisis management, CPR, and first aid techniques;
- Assure timely, complete and accurate reporting requirements are met, including proper use of the Clubs' electronic membership tracking system.

Effects on End Results

Successful staffing of the position of Vice President of Operations should result in:

Maintaining or exceeding the key indicator baseline percentages;

A well-run program meeting membership and daily attendance goals as well as qualitative outcomes;

Clean, safe and attractive facilities, buildings and grounds;

A professionally managed and well-trained service staff;

Proper control of supplies, equipment and other expenses;

Effective and positive community relations and community image;

Quality support and outcome of assigned board committee activities;

Accurate and timely administrative and constituency reports;

Evidence of broad community volunteers utilized in appropriate committee and program activity.

SEP 13 2010



POSITION DESCRIPTION

TITLE: Group Leader (F)

PERFORMANCE PROFILE SOURCE: Part-time Professional

DEPARTMENT: Operations

REPORTS TO: Program Director or SACC Director

Salary Hourly

POSITION SUMMARY:

The Group Leader is responsible for: ensuring youth development principles are incorporated into programs and activities; providing guidance and discipline to ensure a safe and positive environment for youth; ensuring the incorporation of character development, age appropriate and gender-specific programs and activities; ensuring that cultural diversity educational programs are implemented; assisting in the planning, implementation, and delivery of exciting and engaging activities and programs for youth ages 5 to 18; assuring the planning development and implementation of Boys & Girls Clubs of America National Programs; and maintaining and caring for applicable equipment and supplies.

QUALIFICATION REQUIREMENTS:

Knowledge

Knowledge of youth development principles and practices, procedures and resources related core area programming.

Education

High School Diploma required, some college preferred.

Experience

Minimum of one year of experience working with youth ages 5 to 18.

SEP 13 2010

Skills required in the following areas.

- **Safety, Health and Environmental Skills:** Supporting a Safe Environment, Fostering Organizational Wellness
- **Communication Skills:** Writing, Informing, Listening, Presenting
- **Planning Skills:** Action Planning and Organizing, Monitoring, Time Management
- **Decision-Making Skills:** Analyzing, Judgement, Innovating
- **Relationship Skills:** Teamwork, Networking; Relationship Building
- **Quality Skills:** Implementing Quality Improvements

KEY ROLES

Competency Areas:

PREPARE YOUTH FOR SUCCESS

- PT1 Contribute to Programs, Activities and Services that Prepare Youth for Success
- PT2 Contribute to Creating a Club Environment that Facilitates the Achievement of Youth Development Outcomes

HEALTH AND SAFETY

- PT3 Contribute to Ensuring a Healthy and Safe Environment
- PT4 Contribute to Ensuring that Facilities, Equipment and Supplies are Maintained

PROGRAM DEVELOPMENT AND IMPLEMENTATION

- PT5 Contribute to Effectively Planning Programs, Services and Activities

TEAMWORK

- PT6 Contribute to Team Meetings

TECHNOLOGY

- PT7 Update and Maintain Skills in Use of Current Technology and Information Management Systems

PARTNERSHIP DEVELOPMENT

- PT8 Contribute to Developing Partnerships with Parents and Families

MARKETING AND COMMUNICATIONS

- PT9 Contribute to Developing and Maintaining Public Relations

ADDITIONAL ACCOUNTABILITIES:

Relationships

Internal:

Maintain close, daily contact with Club staff, including supervisor (professional and volunteer) and Club members to receive/provide information, discuss issues, and explain guidelines/give instructions/instruct and advise/counsel.

External:

Maintain contact with external community groups, schools, members' parents and others to assist in promoting and marketing the Club and resolving challenges when appropriate.

SEP 13 2010



POSITION DESCRIPTION

TITLE: Director, Athletic

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Operations

REPORTS TO: Program Director

Salary Hourly

POSITION SUMMARY:

The Athletic Director is responsible for planning, developing and implementing a wide variety of athletic and recreational activities for youth between the ages of 5 to 18 within a designated Club designed to teach leadership skills, basic rules knowledge, sportsmanship, and teamwork. Responsibilities also include planning and supervising a variety of sports clinics, tournaments, field trips and related activities; recruiting participants; maintaining and inventorying sporting equipment and facilities; scheduling and coordinating gym usage; and working effectively to create partnerships with outside agencies, schools and colleges to expose members to skill-building, educational and athletic opportunities. Additional duties as assigned by Program or Unit Director.

QUALIFICATION REQUIREMENTS:

Knowledge

Demonstrated knowledge of principles related to development of youth between 5 to 18 years of age, group leadership skills, and an understanding of group dynamics. Knowledgeable of various sports and recreational programs and activities.

Education

Two-year college degree from an accredited college in related area/areas of youth development preferred.

Experience

Minimum of two years sports and recreation experience in the operation of a Boys & Girls Club (or similar organization) preferred or a combination of education and experience.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision Making Skills:** Analyzing
- **Developing Organizational Talent:** Delegating
- **Leadership Skills:** Team Building
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development

SEP 13 2010

- Ensure that site staff understand and effectively communicate standards of program.
- Ensure that program areas are safe, well ventilated and well lit.
- Ensure that club equipment is maintained in good working condition.
- Ensure the evaluation of Club programs on a continual basis.
- Ensure programs /activities respond to member needs and address gender and cultural diversity.
- Control Club program and activity expenditures within approved budget.
- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback.
- Ensure information to members and patrons regarding facility usage and rental arrangements are clearly communicated and executed.
- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.

External:

Maintain contact with other youth-serving agencies and parents of members and other youth served.

Other Requirements

- CPR and first aid certifications
- Valid (state) driver's license
- Meet the eligibility of insurance company regulations for operating Club vehicle(s)

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Regularly speak clearly and hear the spoken word.

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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____

Incumbent

Date

Approved by: _____

Supervisor

Date

Reviewed by: _____

Vice President, Human Resources

Date

SEP 13 2010
Athletic Director



**BOYS & GIRLS CLUBS
OF GREATER KANSAS CITY**

JOB DESCRIPTION

Date: October 2009

Job Title: Director, Programming Operations

Position Classification: Exempt

Reports To: Vice President, Operations

General Function

Work collaboratively with Vice President of Operations with providing leadership and strategic direction on a broad range of core and specialized programs and related activities. Plans, develops, oversees implementation of programs, supervises program services staff, and performs related administrative duties. Work collaboratively with marketing staff to promote programs and related special events. Provides direction on strategic planning, the training and development of program staff, implementation of recruitment plans, program development, outcome measurement and specialized programs. Manages and oversees the reporting of program grant activities and projects to secure grant funding and other necessary resources. Develops, cultivates and sustains relationships and partnerships with targeted groups, prospective donors and organizations. Manages volunteer and internship programs, including recruitment, training and development, and related activities.

Know How

The Director of Programming Operations must:

- Understand the nature and philosophy of the Boys & Girls Clubs of Greater Kansas City, its mission, strategic direction and initiatives, and of the respective roles of the staff.
- Experience in strategic planning and development and implementation.
- Experience in the recruitment and management of volunteers, interns and key staff.
- Leadership skills and decision making abilities.
- Ability to prepare, control and manage budgets.
- Thorough knowledge of recreation and youth development theory.
- Strong communication skills, both verbal and written.
- Ability to multi-task and excellent organizational skills.
- Have the ability to establish collaborative relationships internally and externally

SEP 13 2010

the development of advertising and promotion through mailings, fliers, media and special events.

8. Develop & implement a staff, volunteer and member recognition program, parent orientation plan, and specific programs and activities that support family involvement. Ensure success of Parent Engagement Program.
9. Communicate on a regular basis to the Vice President of Operations status reports on program activity, membership numbers, staff training needs, equipment and facility needs.
10. Establish and implement a process for orientation of new members including a one-on-one session to explain goals and objectives of club membership and allow for input from member.
11. Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain, or interpret guidelines/instructions; instruct, and advise/counsel.
12. Maintain contact as needed with external community groups, schools, members' parents and others to assist in resolving problems.
13. Facilitate appropriate and approved Club involvement in initiatives and community projects that support the overall needs and strategic plans of the organization.
14. Target specific local philanthropic opportunities as assigned and solicit community and group partners to assist the organization in carrying out the strategic plan goals.
15. Represent organization as assigned in funder, partner, collaborative meetings, etc.
16. Other duties and responsibilities as assigned by supervisor.

SEP 13 2010



POSITION DESCRIPTION

TITLE: Supervisor, Site
DEPARTMENT: Operations
REPORTS TO: Unit Director

POSITION SUMMARY:

The Site Supervisor is responsible for supervising and overseeing assigned FEC youth workers (10 maximum) within a designated Club(s) who are serving as Teacher Assistants for our Summer School program. Ensure youth workers are trained, provided resources and guidance to assist them in successfully performing their job functions, monitor youth's work performance, and ensure performance expectations and objectives are met. Site Supervisors will also be responsible for assisting with youth programming in summer rooms and other related club duties as needed.

QUALIFICATION REQUIREMENTS:

Knowledge

Demonstrated knowledge of principles related to development of youth between 13 to 18 years of age, group leadership skills, and an understanding of group dynamics.

Education

Four-year college degree from an accredited college in related area/areas of youth development required.

Experience

Minimum of two years experience in the supervision of a Boys & Girls Club (or similar organization) preferred. Demonstrated ability to effectively manage budgets and control expenses.

SEP 13 2010

PD - Teen Director, F, YD02

PAGE 1 OF 3



POSITION DESCRIPTION

TITLE: Site Manager (F)

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Operations

REPORTS TO: Area Director

Salary Hourly

POSITION SUMMARY:

The Site Manager is responsible for the overseeing of operations and programs for a Club or branch within a multi-unit organization in conjunction with the Area Director; provide leadership and supervision to program and volunteer staff; manage budgets and control expenses as assigned. As well as overseeing the planning, development, and evaluation of a broad range of programs for youth between the ages of 5 and 18.

QUALIFICATION REQUIREMENTS:

Knowledge

- Management of Club operations
- Knowledge of youth development principles of youth ages 5-18
- Knowledge of information management systems
- Recruitment, selection, development, management and evaluation of staff
- Program planning, development, implementation and evaluation
- Group leadership skills
- Understanding of Group Dynamics
- Sensitivity to the needs of the families and local community
- Ability to handle confidential information
- Knowledge of Boys & Girls Clubs of America National Programs
- Understanding of Human Resource principles

Education

High School Diploma required; Four-year college degree from an accredited college in related area/areas of youth development preferred or equivalent related experience. Must also be certified in CPR and First Aid.

Experience

Minimum of two years experience in the operation of a Boys & Girls Clubs (or similar organization) preferred. Demonstrated ability to effectively manage budgets and control expenses.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision Making Skills:** Analyzing, Innovating
- **Developing Organizational Talent:** Delegating, Coaching
- **Leadership Skills:** Team Building, Lead by Example, Managing Change
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development
- **Planning Skills:** Action Planning and Organizing, Monitoring
- **Relationship Skills:** Teamwork, Conflict Management
- **Safety, Health and Environment Skills:** Supporting a Safe Environment

KEY ROLES - Competency Areas:

PREPARING YOUTH FOR SUCCESS

- YD1 Establish Programs, Activities and Services that Prepare Youth for Success
YD2 Create a Club Environment that Facilitates the Achievement of Youth Development Outcomes

HEALTH AND SAFETY

- YD3 Ensure a Healthy and Safe Environment
YD4 Ensure that Facilities, Equipment and Supplies are maintained

PROGRAM DEVELOPMENT AND IMPLEMENTATION

- YD5 Plan, Develop, Implement and Evaluate Programs, Services and Activities
YD6 Ensure productive work environment

SUPERVISION

- YD7 Supervise the Performance of Assigned Program Volunteers and Staff

TECHNOLOGY

- YD8 Update and Maintain Skills in Use of Current Technology and Information Management Systems

PARTNERSHIP DEVELOPMENT

- YD9 Develop Partnerships with Parents, Community Leaders and Organizations

MARKETING AND PUBLIC RELATIONS

- YD10 Develop and Maintain Public Relations

STRATEGIC PLANNING

- MP2 Contribute to the planning and implementation of the strategic plan

ADDITIONAL ACCOUNTABILITIES:

Supervisory Responsibilities

- Provide direct supervision to volunteers and assigned staff.
- Knowledge of and ability to insure adherence to the organization's Operations Plan
- Provide leadership at special programs and/or events.
- Ensure program outcome measurement by staff

Program Responsibilities

- Provide program outcomes to appropriate staff at assigned intervals
- Coordinate staffing with outreach staff

Budget Responsibilities

- Limited control expenditures against an assigned budget.
- Direct budget responsibilities to authorize expenditures of agreed-upon budget program lines items as approved by Unit Directors.

Relationships

Internal:

Maintain daily contact with Club staff, including full time, part time, program and volunteers, to discuss issues challenges and opportunities; provide and receive information as warranted; Provide guidance and discipline to members; maintain regular contact with Program Directors in other Clubs within the same organization.

Relationships – continued

External:

Maintain contact with other youth-serving agencies and parents of members and other youth served.

Other Requirements

- CPR and first aid certifications
- Valid (state) driver’s license
- Meet the eligibility of insurance company regulations for operating Club vehicle(s)

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Regularly speak clearly and hear the spoken word.

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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:

Incumbent	Date
-----------	------

Approved by:

Supervisor	Date
------------	------

Reviewed by:

Vice President of Human Resources	Date
-----------------------------------	------

Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding

Agency Name: Boys & Girls Clubs of Greater Kansas City

Program Name: Deepening the Impact

Proposed Program

Detail functions to be performed by each program.

In 2005, Boys & Girls Clubs of America challenged Clubs across the country to develop an initiative to deepen the impact their work has on teen members in relation to post-high school preparation. The Boys & Girls Clubs of Greater Kansas City heeded the call and formed a Board Task Force to analyze and construct a strategy to better impact 13-18 year old Club members throughout the area. Their findings showed that our members required what all of us want for our own children; a sustained support system, discipline to stay the course, personal development, good decision-making skills, exposure to opportunities and the assurance that someone cares. By working with these findings, the framework of our Deepening Impact initiative was built.

Deepening Impact is the centerpiece of our current strategic plan which will direct programming at the Boys & Girls Clubs for years to come. To ensure sustainability for The Club, local, regional and federal grant resources will be sought to ensure maximum impact for years to come.

The long-term outcomes of this Initiative are to increase teen participation and academic success. This initiative will ultimately help ensure that our teens have the tools they need to succeed upon graduation from high school with preparation for post-high school education and career opportunities. Our assessment and experiences tell us that our members ages 5-13 are more regular in attendance and participation for a number of reasons. Beyond this age, sustaining participation is much more challenging, which is why the focus of this strategy is on these years. We believe that efforts to strengthen this work today will better ensure and sustain our younger member's participation as they become teens.

SEP 13 2010

Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Boys & Girls Clubs of Greater Kansas City

Program Name: Deepening the Impact

Participants							
Identify the number of participants by County that each program serves.							
Jackson, MO	1,992						
Clay, Platte, Cass, MO							
Wyandotte, Johnson, KS	313						
Other Missouri							
Target Population							
Describe target population and demographics to be served by each program.							
<p>Our Clubs are strategically placed in some of Kansas City's poorest neighborhoods to make us readily accessible to the young people who need us most. The combined average household income within a two mile radius of our community-based sites is less than \$25,000. The target population of the Boys & Girls Clubs of Greater Kansas City primarily includes young people who are living at or near poverty and attending public schools in our metropolitan area. Using the SMART System, a recognized national database measuring community disadvantage, 4 of our 5 Club sites are rated 10 on a scale of 1-10, with 10 being the most disadvantaged areas. Our fifth site is ranked as a 9 on a scale of 1-10.</p> <p>Demographics for the youth served by the Boys & Girls Clubs of Greater Kansas City indicate that 100% live in the inner city; 91% do not receive any services from other youth service organizations; and 80% live in single parent (primarily female headed) households. Of the families living in the target area, 87% are eligible for the free lunch program.</p> <p>Would you provide these services to anyone at your door? Yes Is anyone denied services? No</p> <p>What level of indigents (below poverty level) do you serve? 87%</p> <p>Please classify your program from the following types by percentage of your agency's overall services:</p> <table style="width: 100%; margin-left: 20px;"> <tr> <td>Senior Program</td> <td style="text-align: right;">%</td> </tr> <tr> <td>Indigent Program (Below Poverty Level)</td> <td style="text-align: right;">87 %</td> </tr> <tr> <td>Senior Indigent Program</td> <td style="text-align: right;">%</td> </tr> </table> <p>What criteria do you have for the clients you serve? We serve all youth ages 5-18.</p>		Senior Program	%	Indigent Program (Below Poverty Level)	87 %	Senior Indigent Program	%
Senior Program	%						
Indigent Program (Below Poverty Level)	87 %						
Senior Indigent Program	%						

SEP 13 2010

Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding

Agency Name: Boys & Girls Clubs of Greater Kansas City

Program Name: Deepening the Impact

Service Delivery Area

Identify your specific geographic service delivery area for each program.

The Thornberry Unit, located at 3831 E. 43rd Street, and the new J&D Wagner Unit, at 2405 Elmwood Avenue which replaced our former East Side Unit in this neighborhood serve similar areas in the heart Kansas City, Missouri's inner city. Crime statistics for the neighborhood surrounding the facility reflect the challenges urban core residents face in raising secure and confident children. The KCMO Police Department reports that this area has the second highest violent crime rate, highest aggravated and non-aggravated assault rate and the highest arson rate of the city's five precincts. Families living within this community have turned to the Boys & Girls Club for over thirty years as a safe and positive place for their children.

The community in the near vicinity of the Thornberry and the J&D Wagner Units reveal the following:

- Average household income is just over \$21,000.
- There are more than 10,000 young people in the 5-14 age range.
- In 2008, there were 20 homicides in this area

Young people in this area need the Clubs desperately – more than one-third of the population lives below poverty level and crime is rampant. These Units together serve more than 4,000 youth, 1,494 of which are teens.

The Hawthorne and Lesllo Units share a similar service area in Independence, Missouri. These two Clubs concentrate service efforts on a large area defined as Eastern Jackson County and together serve more than 1,400 youth. The youth served in these Units predominately emanate from severely disadvantaged circumstances. The median income reported in Eastern Jackson County is two-thirds less than that of the Kansas City metropolitan area, and one-half (50%) of the families in the target area live on less than \$400 per month.

The demographics of the community in the near vicinity of the Hawthorne Unit clearly indicates significant need (e.g., Hawthorne Place is the largest housing site for lower-income families in the Kansas City metropolitan area); the average annual income for Hawthorne residents is reported at \$7,156, well below the federal poverty line and half of the residents make less than \$5,000 per year.

Fund Separation

Indicate what measures your agency will take to ensure that funds received from Jackson County will be utilized for the benefit of Jackson County residents.

All funds received from Jackson County are restricted for use solely for *Deepening Impact* facilitation in our four Jackson County Clubs. The accounting department of the Boys & Girls Clubs of Greater Kansas City maintains detailed records of restricted funds to ensure all dollars are being spent as intended by the funding entity.

SEP 13 2010

Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Boys & Girls Clubs of Greater Kansas City
Program Name: Deepening the Impact

Approach & Method
List the top three (3) objectives for each program.
1. Keep members on track for high school graduation, with post-secondary goals and planning, using adult mentors working with youth, parents, and technology.
2. Attract and sustain teen participation via "The Club", which is dedicated age-appropriate space and programming for teens, focusing on our five core areas, which include Healthy Lifestyles and an emphasis on eating habits and exercise.
3. Implement the "First Job" program, which helps secure professional opportunities for teens that work to complete and achieve certification in "The Club" programs. Areas of programming include: Technology, Leadership, Arts, Career and Employment Exploration and Training, Educational activities, Life Skills and Healthy Lifestyles. Career Coaching, Job Shadowing, and "first job" opportunities through our corporate partners may lead to careers in the fields youth are exploring at The Club (e.g., careers in health). This program will begin in 2011.
Detail specific methods you will use to achieve these objectives.
<p>In an effort to increase the number of Kansas City's kids who graduate from high school and are prepared and focused for next steps in all aspects, including taking charge of their personal well-being, the Boys & Girls Clubs of Greater Kansas City is implementing a comprehensive initiative, Deepening Impact. Deepening Impact is the centerpiece of our current strategic plan which will direct programming at the Boys & Girls Clubs for years to come.</p> <p>Our focus remains on implementing our strategic efforts as stated in our Inspiring GREAT Dreams blueprint to provide 400 youth during the grant period with support, opportunities and resources to stay on track for high school graduation with post-secondary plans.</p> <p>Tracking and Monitoring - One major piece of this effort that will continue to expand during the grant period is the Life Coaches for our teen members. Volunteer Life Coaches are a part of our tracking and monitoring systems who will help keep individual members on track toward meeting planned goals.</p> <p>The following components are underway and will continue on into 2010:</p> <ul style="list-style-type: none"> • Continue recruitment, training, and support of Life Coaches and staff through existing corporate and civic partners • Implement our parent engagement and commitment expectations around youth participation, • Implement our structure for the network of adults .i.e. parents, coaches, teachers, staff, and others • Establish effective communication with youth's appropriate school personnel regarding the model and coordination • Train and assist youth with managing their personal portfolios, and • Finalize certification process youth receive as they complete Club course of programming <p>Program Enhancements - 'The Club' model will continue to be strengthened through attractive programming delivered by staff skilled in working with this age group to achieve the results we want. To help ensure positive results through our programs, we use outcomes-based logic model. The implementation of Visions provides the opportunity to customize what we analyze regarding participation and impact, assisting us providing a range of pertinent programs that enrich our members' lives. Through all of this we will better understand the impact made and can convey these results, and either increase what is working well or alter those programs that aren't achieving the outcomes envisioned. Other enhancements to be accomplished will include:</p> <ul style="list-style-type: none"> • Implement the structure we created for aligning members with opportunities and exposures based on annual goals and interest, including activities related to their post-secondary education plans and career exploration. • Continue to tailor and deliver staff development activities for our Teen Program Directors to work more effectively with this population. • Make facility modifications at our Thornberry and Leslie Units to expand current space for Club programming. • Open the new Club program at the new J.D. Wagner Boys and Girls Club at 24th & Elmwood • Provide college tours, and college prep seminars. • Restructure our program to work with youth by grade levels vs. ages, to more effectively and appropriately serve our members. The Junior Academy will be formed for all middle school members, which will provide their own space and programming separate from the older teens. • Provide advanced technology training to the teens. • Connect with freshman classes at local high schools and compliment the student's career learning in school program through Club activities in out of school time. • Facilitate teens' development and maintenance of their individual portfolios of personal goals, educational and <p>Educational Programming - To implement the strategic plan activities described above, we have provided a reading tutoring program and a summer science and math program, Atomic Blast which has been offered in 2009 and again this summer. For 20 minutes each day each club location allocates this time for reading either in one on one or group sessions.</p> <p>Atomic Blast is designed for grades K-8 and combines academic work with traditional club programming. Participants will culminate the program with a science exhibit displaying their work from the summer. A significant feature of this program is the use of certified school teachers as instructors. This continuation of the youth's academic training during these out of school periods will prove to be very helpful in their successful transition back to school in the fall in a ready to learn frame of mind.</p> <p>The Clubs partner with the Independence School District and Genesis School to provide this program which demonstrates a critical alignment with local educational institutions that we believe is needed to help improve student outcomes.</p>

SEP 13 2010

Section D: 2011 Program Information

Complete a separate program information sheet for each program your agency is applying for funding.

Agency Name: Boys & Girls Clubs of Greater Kansas City

Program Name: Deepening the Impact

Evaluation

How can the success of each program be evaluated?

Indicate performance measures or statistics you will use to demonstrate the success of each program.

The Boys & Girls Clubs of Greater Kansas City will use the following measurement tools to evaluate the success of the *Deepening the Impact* program:

- 1.) 75% of teen participants will maintain personal portfolios to track their participation in and out the Club as well to track their progress towards set goals.
- 2.) 100 teen participants will be match with Life Coach mentors.
- 3.) 75% of teen participants will show evidence towards meeting personal set goals.
- 4.) College & Career Centers will be established in each of our 5 Club locations.
- 5.) 400 youth will be provided support, opportunities and resources to stay on track for high school graduation with post-secondary plans during the grant period.

Notification

How will your organization make clients, the public and the media aware of the generous taxpayer funding received from Jackson County? (Please attach any examples)

The Boys & Girls Clubs of Greater Kansas City will promote the generous support of Jackson County through our Annual Report, which is circulated to over 7,000 community stakeholders, on our website, through weekly email blasts and within the Clubs themselves. Everyday, an average of more than 1,000 youth walk through the doors of one of our Club sites. The support of Jackson County is greatly valued by the Clubs, and we are happy to position this support in front of the citizens of the county who are benefiting from this generosity, our youth and their families.

SEP 13 2010