



Position Title: Assistant Program Director, Boys & Girls Club of Portage County	<input checked="" type="checkbox"/> Paid <input type="checkbox"/> Volunteer
Approximate number of hours per week: 15-40 hours per week	Wage (if paid): \$14+(based on experience)
Description (include age/grade levels, any specific subject areas, specific dates): Position Title: Assistant Program Director Locations: Plover Position Summary: The Assistant Program Director is responsible for assisting the Center Director with the day-to-day operations and programming of a Club site. This role helps ensure the delivery of high-quality, outcome-driven youth development programs that align with the Club’s mission while upholding adherence to organizational policies and procedures. Responsibilities include program development and oversight, staff and volunteer management, behavior support, administrative and financial management, marketing, safety, and facility management. Compensation: \$14-16, based on experience Hours & Times: Flexible schedule; No nights or weekends! >School Year: Monday - Friday, 3:00-7:00 PM; 25 hours per week >Summer: Monday - Friday, 7:30 AM - 5:30 PM; Up to 40 hours per week (8 hour shifts) Qualifications: Prior work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people preferred How to apply: Visit www.bgclubpc.org/employment to apply and see a full list of open positions	
Contact Name: Angela Voss, Director of Operations	
Contact Email/Phone: angela.voss@bgclubpc.org /715-341-4386	
Best time to contact: 8:30 AM - 4:30 PM	
Today’s date: 3/16/2026	