



Unit Director – West Jefferson

DEPARTMENT: Program

REPORTS TO: Chief Professional Officer

FLSA: () Part-Time (X) Full-Time (X) Exempt () Non-Exempt

PRIMARY FUNCTION:

Directs, oversees, and manages the daily operations of the Club site with the primary concern for programs within the three core program areas and service delivery, supervision and training of staff and volunteers, facilities management, transportation, and membership administration.

KEY ROLES (Job Responsibilities):

Prepare Youth for Success

1. Develop and foster a positive climate for youth development based on the mission and goals of the Boys & Girls Clubs of America. Ensure that youth actively participate in a variety of programs and activities; seek advice and guidance from staff about problems; and receive care, respect and recognition for their efforts.
2. Contribute to the planning and implementation of the strategic plan by:
 - a. Planning, organizing and implementing a range of program services and activities for members, drop in members, and visitors.
 - b. Initiating new programs with the approval of the Chief Professional Officer.
 - c. Recommending the development of service area programs; and
 - d. Promoting and stimulating program participation, welcome new members and participating in their orientation process.
3. Ensure quality improvement by monitoring and evaluating program achievement against target goals as outlined in Youth Development Outcomes, recommending modifications that respond to member needs and interests and participating in staff meetings.
4. Manage, direct and create an environment that facilitates achievement of Youth Development Outcomes, with overall responsibility for cleanliness, attractiveness and safety of members, staff, properties and equipment.
5. Ensure the development and implementation of a strategic planning process for overall Club programs, including the development of annual program objectives.
6. Ensure quality improvement of programs by conducting program evaluations and annual written analysis of member needs and interests.
7. Encourage cooperation, teamwork, group and individual achievement through wide array of opportunities throughout the Club.
8. Participate in the development of Club's annual budget.
9. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.
10. Ensure administrative and operational systems are in place, overseeing the maintenance and operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
11. Manage performance and evaluation of assigned staff in achieving goals.
12. Provide technical assistance in program design, development and program operations.
13. Plan and coordinate staff development and training programs.

14. Recruit, select, manage and provide career development opportunities for Club staff and volunteers. Conduct and attend program staff meetings and attend administrative staff meetings.
15. Develop collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs.
16. Develop and maintain public relations, promoting and stimulating membership within the Club. Coordinates all publicity for programs and services within the Club and the community in conjunction with the Resource Development & Marketing Coordinator/CPO.

Health and Safety

17. Ensure a healthy, clean and safe environment, supervising staff, volunteers and members in program area.
18. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies are in good order.
19. Ensure that a strong relationship is established between Club staff, parents, and community as appropriate.
20. May be required to lift or move heavy objects.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club vehicles.
3. You may be required to work some nights and weekends.
4. Conduct annual staff evaluations in cooperation with the CPO.

RELATIONSHIPS:

Internal: Maintains close, daily contact with members, Club professional & volunteer staff to interpret and explain the organization mission, youth development strategies, program objectives and standards, discuss issues, and provide/receive information. Maintains close contact with the Chief Professional Officer and Assistant Director. Has regular contact with member parents as needed to assist in resolving problems.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and publicize the Club. All marketing and/or solicitations in the community must be approved by the Chief Professional Officer.

SKILLS/KNOWLEDGE DESIRED:

- A minimum of two (2) years work experience in a Boys & Girls Club or similar organization planning and supervising youth programs and facilities.
- Bachelor's degree; Associates Degree Required
- Knowledge of and experience with youth development.
- Demonstrate the ability to motivate youth and manage behavior problems.
- Demonstrate the ability to recruit, train, supervise, and motivate staff.
- Demonstrate the ability to deal with the general public.
- Demonstrate the ability to plan and implement quality programs for youth.
- Demonstrate the ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid state driver's license.
- Required to obtain a CDL license to operate our busses.
- Be a "team" player in order to reach our goals.
- Must pass a pre-employment and on-going background check and drug test.

This is considered a light exertion position. Work involves exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects. This position requires walking/standing to a significant degree; sitting most of the time while pushing or pulling arm or leg controls; or working at a production rate pace constantly as the stress and strain of a production rate pace can be physically demanding even though the amount of force exerted is negligible. This position requires sitting a good portion of the day, but involves walking standing for extended periods of time and walking at a brisk pace.

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, to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Our organization is an at-will employer. This means that regardless of any provision made in the employee handbook, either you or the BGCHEY may terminate the employment relationship at any time, for any reason, with or without cause or notice. No officer, employee or representative of the BGCHEY is authorized to enter into an agreement- express or implied- with any employee for employment other than at-will.

Signed by: _____
Unit Director Date

Approved by: _____
Chief Professional Officer Date