



JOB DESCRIPTION

JOB TITLE: Unit Director

STATUS: Part Time

REPORTS TO: Regional Vice President

JOB SUMMARY:

Under limited supervision leads, manages, directs and monitors overall daily operations of a Club with primary concern for program and service delivery/outcomes. He/she will be responsible for recruiting, retaining, training and developing leaders and volunteers.

ESSENTIAL JOB FUNCTIONS AND ACCOUNTABILITIES:

Club Leadership and Strategic Planning

- Communicates, implements, and enforces organization's operational policies and procedures. Evaluates opportunities to improve Club operations; designs and communicates strategies to implement improvements.
- Plans for and ensures environment, programs, and services prepare youth for success. Ensures programs delivered result in desired outcomes.
- Seeks optimum use of Club facilities, leaders needs and resources to fulfill organization's mission, vision and strategic plan. Analyzes Club's needs, resources, and community demographics to identify and implement actions to optimize Club use by disadvantaged and at-risk communities.
- Analyzes and reviews Club's membership levels and average daily attendance and develops and implements strategies to increase membership in order to reach maximum capacity. Plans and takes actions required to obtain community and volunteer support.
- Ensures Human Resources policies and procedures are communicated and followed, including those on recruiting, compensation, benefits, and employee relations.
- Handles crisis situations and takes action to resolve conflicts, disputes and/or concerns of leaders, Club members, volunteers, and parents.
- Demonstrates an ability to describe, and interpret program evaluation methods, and create action plans based on results.

Club Management & Development

- Collaborates with Regional Vice President to determine leader levels and hours that best support effective Club operations and program delivery.
- Provides direct and indirect supervision to part-time professionals and recognizes accomplishments. Develops agenda and conducts regular leader meetings.
- Develops performance objectives for direct reports; monitors performance, provides on-going and periodic feedback on performance; ensures same activities are followed by Club management. Utilizes interns and volunteers to support Club initiatives.

Club Programs & Services

- Ensures designated and daily year-round and summer programs are delivered, that programs meet stated objectives, member needs and interests, and are organized and engaging; monitors programs and collaborates with leaders to plan and implement improvements. Plans and implements procedures to measure and report outcomes. Ensures Club's special events and field trips are properly planned and supervised.
- Collaborates with Regional Vice President to develop budget that supports Club needs; monitors and controls expenditures and reports variances. Approves Club's expenditures to authorized level and ensures expenditures considered costs and best value.

Community Relations & Collaborative Partnerships

- Participates in activities to maintain favorable public relations for Club's programs and services.
- Supports organization's resource development initiatives by monitoring progress on leaders and Club members toward meeting objectives.
- Implements strategies to track and report grant deliverables. Oversees and monitors grant implementation performance to ensure compliance.

Club Facility and Property

- Assesses risk and implements programs and policies to minimize loss and exposure to loss. Identifies, prioritizes, monitors and communicates to Regional Vice President capital improvements needed; monitors approved projects to completion.
- Communicates and enforces organization's policies, procedures and standards with regard to upkeep, usage and maintenance of buildings, grounds, vehicles, and equipment; monitors same for compliance.
- Communicates policies on requests by outside organizations to use Club, equipment and grounds when Club is closed and ensure facilities are secured.
- Plans and takes action to ensure Club is safe, attractive, and well-maintained. Plans and takes action to ensure Club's building, equipment and grounds are maintained with repairs accomplished in a timely and cost effective manner.
- Observes members and works with leaders to correct unsafe behaviors, to enforce safety rules, and to communicate safety guidelines. Ensures emergency procedures are implemented and followed and takes actions to prevent accidents.

Administrative

- Ensures information and other data maintained on programs, membership, etc. are accurate and timely.
- Responds to developments and operations needs for information to support resource development initiatives by developing, maintaining, and preparing appropriate records and reports.
- Prepares accurate, timely paperwork required to hire, compensate, terminate and discipline employees. Prepares reports for Unit Advisory Board that describes Club's successes, challenges, opportunities and needs.
- Monitor unit CACFP meal program, including point of service meal counts and clean up

EDUCATIONAL QUALIFICATIONS AND SKILLS:

- Bachelor's degree from an accredited college required.
- A minimum of 3-4 years work experience in a Boys & Girls Club or similar organization at a professional level where knowledge, experience and competency in the above key roles was acquired.
- Demonstrated ability to plan, organize, and direct Club operations. Ability to recruit, supervise, train, and retain key employees. Ability to manage and maintain a facility and develop community support of club operations and programs.
- Ability to handle crisis and to resolve conflicts, disputes or concerns in the Club among leaders, Club members, volunteers or parents.
- Knowledge of the mission, objectives, programs of non-profit organizations and youth development services, preferably Boys & Girls Clubs.
- Excellent interpersonal skills and ability to motivate leaders. Strong oral, written and presentation communication skills. Ability to establish and maintain effective working relationships with Club leaders, volunteers, and community groups. Must have a working knowledge of computers and be adapt at utilizing technology as a tool for completing work.

ENVIRONMENT & WORKING CONDITIONS:

Daily contact with Club leaders, Club members, outside organizations and individuals to plan, coordinate and deliver programs. Normal internal office environment. Travel to special events and field trips required. Must be able to work daily afternoon/evening hours. Occasional weekend work required to accomplish objectives.

EMPLOYEE CLASSIFICATION:

This position is classified as nonexempt status. As defined by the Fair Labor Standards Act, "A nonexempt" employee must be paid the minimum wage and overtime pay for any time worked beyond 40 hours in a given week. Under FLSA rules, nonexempt employees are entitled to time and one-half of their regular pay rate for each hour of overtime.

<p>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.</p>
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Please forward your resume to Trisha Bland at tbland@bgccp.com.