**Unit Director:**

Starting pay : $10.50-$12.50/hr 40 hr salary pay depending on experience,

90 Day probation

**FULL TIME POSITION** **Non- exempt**

**Hours: 1:00pm to 6:00 pm (August-May/June)**

**Summer hours will vary but mostly 8:00 am – 5:00 pm**

**REPORTS TO: Executive Director**

**PRIMARY FUNCTION:**

Directs/manages overall daily operations of the designated Club with the primary concern

for programs and service delivery, supervision and training of staff, facilities management, members, community relations and membership administration.

**KEY ROLES (Essential Job Responsibilities):**

**Leadership**

1. Establish Unit programs, activities and services that prepare youth for success and

that create a club environment that facilitates achievement of Youth Development Outcomes.

2. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are

maintained.

Strategic Planning

3. Plan, develop, implement and evaluate Unit overall programs, services and

activities to ensure they meet stated objectives and member needs and interests. Compile

regular reports reflecting all activities, attendance and participation.

Resource Management

4. Manage Unit financial resources by ensuring all fees are paid on time and that receipts are made and recorded daily.

5. Ensure administrative and operational systems are in place to maintain the operation of the

physical properties and equipment of the Club, including use of facilities by outside groups.

Ensure compliance with organization policies.

6. Recruit, manage and provide career development opportunities for staff and

volunteers. Conduct regular staff meetings.

Partnership Development

7. Develop partnerships with parents, community leaders and organizations.

Marketing and Public Relations

8. Develop and maintain public relations to increase the visibility of programs, services and

activities within the Club and the community.

**ADDITIONAL RESPONSIBILITIES:**

1. Ongoing communication with adjoining schools.

2. Work with and manage staff to carry out programs in all departments.

3. Exercise authority in problems relating to members; utilize guidance and discipline plan.

4. Assume other duties as assigned.

**RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club professional staff to interpret and explain

Organizational mission, program objectives and standards, discuss issues, and provide/receive

information. Has regular contact with members as needed to discipline, advise, and counsel.

**External:** Maintains contact with external community groups, schools, members' parents and

others to assist in resolving problems and to publicize Club.

**SKILLS/KNOWLEDGE REQUIRED:**

• A minimum of 2 years work experience in a Boys and Girls Club or similar youth organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.

• College degree preferred

• Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.

• Strong communication skills, both oral and written.

• Ability to recruit, train, supervise, and motivate staff.

• Ability to deal effectively with members including discipline problems.

• Working knowledge of budget preparation, control, and management.

• Skills in fund-raising events.

• Demonstrated ability in working with young people, parents and community leaders.

**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**