

GREAT FUTURES START **HERE.**



POSITION DESCRIPTION

TITLE: Unit Director
PERFORMANCE
PROFILE SOURCE: Management Professional
DEPARTMENT: Administrative/Program
REPORTS TO: Area Director

PRIMARY FUNCTION:

Directs/manages overall daily operations of the designated Unit/Club with the primary concern for programs and service delivery, supervision and training of staff, facilities management, 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. Implement Unit overall programs and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation. Assure that grant funded programs are conducted and documentation maintained.

Resource Management

4. Manage personnel resources. Schedule staff for the best use of personnel resources while following established staff to member ratio and with attention to hour constraints for each position.
5. Manage Unit financial resources to assist in the control of expenditures against budget.
6. 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.
7. Recruit, manage and provide career development opportunities for all staff and volunteers. Conduct regular staff meetings.

Partnership Development

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

Marketing and Public Relations

9. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

ADDITIONAL RESPONSIBILITIES:

1. Obtain approval for purchases of supplies and equipment.
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline techniques.
4. Attend weekly meetings with management team to discuss planning and Club operations.
5. 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. Maintains contact with parents, guardians, school administrators/teachers and volunteers; has daily contact with members .

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems, publicize Club and build partnerships.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree from an accredited college or university, or equivalent experience:
A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel. Four-year degree in related field from an accredited college or university or equivalent work experience:
- Must be able to interpret Boys & Girls Clubs of Volusia/Flagler Counties programs and philosophy.
- Must have strong computer skills, especially in ALL Microsoft programs and be able to interpret and work proficiently within BGCVFC's program/member management system.
- Strong communication skills, both verbal and written and receive instruction and constructive feedback to develop skills in program area(s).
- Group leadership skills, including an understanding of group dynamics.
- Strong organizational, technological and project management skills.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events. Demonstrated ability in working with young people, parents and community leaders, deal with the general public in a professional, polished capacity.
- Current first aid; adult, child, infant CPR; HIV/Blood borne pathogens/AED course work (may be obtained after hire)
- Must be able to pass Drug Screening and Level 2 Background Screenings
- Must be able to operate a 15-passenger van, maintain a clean and valid driver's license (if applicable, a CDL) and be insurable.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand for long periods of time; walk frequently; use hands to fingers, handle, feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee frequently is required to sit. The employee must regularly lift and/or move up to 30lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- Position requires driving, supervision of youth in activities including sports, games, etc., ability to climb stairs and work in a fast paced, high energy environment for extended lengths of time. Position requires ability to work at a computer for moderate periods of time.

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.

Boys & Girls Clubs of Volusia/Flagler Counties provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Signed:

Incumbent Date

Approved:

Area Director Date

Reviewed:

Chief Executive Officer Date