



## POSITION DESCRIPTION: UNIT DIRECTOR

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**POSITION TITLE:** Unit Director (Stand Alone Club House)

**DEPARTMENT:** Programs

**REPORTS TO:** Director of Program Services

**FLSA EXEMPT (FTE)**

**PRIMARY FUNCTION:**

Responsible for managing the delivery of a broad range of programs within the BGCSI Pillars of Academic Success, Good Character and Citizenship, and Healthy Lifestyles within the Core Area structure. Plan, develop, organize program schedule and its implementation. Recruit, train, and supervise staff. Uphold and communicate administrative needs to staff, volunteers, and Club user groups.

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

1. Prepare youth for success by planning and overseeing the administration of programs and activities that support BGCA Youth Development Strategy outcomes:
  - Establish Club program objectives consistent with organizational goals and mission.
  - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
  - Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
  - Demonstrate leadership to assure safety, conduct, and development of members, staff, and volunteers.
  - Develop and maintain constructive relationships with members, their parents, family, and/or guardians, community partners, and the public.
  - Supervise and monitor general building care, overseeing building maintenance and inventory and quality care of all on site technology.
  - Manage Club resources and inventory with efficiency, integrity, care, and attention to detail.

2. Establish and maintain Club program goals and settings that insure the health and safety of members. Ensure that staff and volunteers understand and can effectively communicate standards of program; that they ensure program areas are safe, and that club equipment is maintained in good working condition.
3. Ensure the evaluation of Club programs on a continual basis and ensure programs/activities respond to member needs and address age, gender, and diversity, equity and inclusion issues and interests.
4. Control Clubhouse program and activity expenditures within approved budget.
5. Supervisor for Youth Development Professionals, Front Desk Clerk, and Maintenance Manager.

**ADDITIONAL RESPONSIBILITIES:**

1. Collect, process, and submit fees, payments, and sales daily, with appropriate documentation, to Director of Finance, CEO, or dropbox after hours.
2. Oversee that all policies and procedures are followed for transportation procedures, arrangements, and supervision for special events.
3. Consult with parents/guardians concerning member attendance, behavior, or opportunities, etc.
4. Serve as advocate, liaison, and positive representative for the BGCSI in public in both formal and informal capacities.
5. Perform necessary managerial functions including:
  - Manage building security and safety.
  - Assist with staff training and volunteer orientations.
  - Provide oversight of hours worked relative to payroll and other assigned administrative functions.
  - Assist in managing customer service, family communications, and serve to enhance and preserve positive perception of BGCSI.
  - Provide guidance, support and enforcement in policy and procedure follow through.

**QUALIFICATIONS, SKILLS AND KNOWLEDGE REQUIRED:**

- Four-year degree in related field from an accredited college or university, or equivalent experience.
- A minimum of three years' work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.

- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff, and project/program management abilities.
- Experience in learning plan development, curriculum and implementation, and working with youth in an educational setting is required. Applicant must have skills in motivational interviewing and developmental knowledge of social-emotional needs of youth.
- Demonstrated ability in personnel supervision, budgetary and facilities management, and the ability to work with all site constituents
- Mandatory CPR and First Aid Certifications, or willingness to obtain.

**ADDITIONAL RESPONSIBILITIES:**

1. Assists with planning and implementation of BGCSI program events and activities that involve members; provides direction and leadership to staff. Works with staff to carry out programs.
2. Serves as a member of the BGCSI Advisory Council.
3. Assumes other duties as assigned.

**DISCLAIMER:**

**The information presented indicated 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.**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Director of Program Services: \_\_\_\_\_

Date: \_\_\_\_\_

Job Type: EXEMPT FTE

Annual Salary: \$35,686

COVID-19 considerations:

Extensive COVID19 safety plan which includes daily health screenings, temperature checks, mandatory face masks, social distancing.