



**BOYS & GIRLS CLUB
OF THE FLATHEAD
RESERVATION & LAKE CO.**

Position Description

TITLE: Unit Director

- Exempt
 Non-Exempt

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Administration

REPORTS TO: Executive Director and Director of Operations

WORK SCHEDULE: Monday – Friday, 10:30 am – 7:00 pm School Year Program,
9:30 am – 6:00 pm Early-Outs, No School, Summer Program

PRIMARY FUNCTIONS: Directs/manages overall daily operations of the designated Clubhouse 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 (Academic Success, Good Character and Citizenship, and Healthy Lifestyles)
2. Implement the 5 Positive Key Elements for Positive Youth Development in all activities (Safe and Positive Environment, Fun, Recognition, Supportive Relationships, and Opportunities and Expectations)
3. Participate in the hiring and onboarding of new employees. Manage and provide career development opportunities for Unit staff and volunteers. Demonstrate and teach consistency, safety, cleanliness, crisis response, problem solving and self-discipline to all staff. Monitor behavior of self, staff and members to ensure appropriate situational response is being modeled.
4. Responsible for directing staff meetings and preparing a monthly report for the Board of Directors and at times attends board meetings.
5. Ensure a healthy and safe environment, ensuring facilities, equipment (sports equipment, computers, printers, etc.) and supplies are maintained. An inventory list and maintenance schedule should be kept.

Program Development and Implementation

6. Programming should emphasize BGCA National Programs (Youth of the Year, Youth of the Month, Triple Play, Passport to Manhood, Smart Girls, SMART Moves, Brain Gain, etc.)
7. Responsible for the scheduling of special programming such as field trips or guest speakers, community outreach programming and summer program planning and implementation. Ensures events are photographed.
8. Needs to be flexible in judging how to best serve the changing audience of those served by the club.

Information Tracking

9. Register and introduce new members to the club. Should be able to keep accurate records of attendance at the club through the Visions Member Tracking system. Must train staff to use Visions, register members, and collect and enter dues.
10. Oversee data collection and attendance for the feeding program

Strategic Planning

11. Plan, develop, implement and evaluate Unit's 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

12. Manage Unit's financial resources assisting in the development of annual budgets, control expenditures against budget
13. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including uses of facilities by outside groups
14. Develop partnerships with parents, community leaders and organizations

Marketing and Public Relations

15. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community
16. May attend Chamber of Commerce meetings to maintain business relationships

Additional Responsibilities:

1. Purchase or approve purchase of supplies and equipment
2. May participate in special programs and or events
3. May be required to drive Club van
4. Exercise authority in problems relating to members; utilize guidance and discipline plan
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 Branch Boards. Has regular contact with members as needed to discipline, advise, and counsel.

External: Serves as a mentor and role model to all club members. Maintains contact with external community groups, schools, members' parents/guardians and others to assist in resolving problems and to publicize the Club.

SKILLS/KNOWLEDGE REQUIRED:

- Must be able to work well with children and participate in activities
- Must be willing to learn about the club's mission and youth strategies
- Must be able to relate to youth
- Must pass a background check & pre employment drug screen
- If asked to drive the company vehicle, must possess a valid driver's license, have a good driving record, and meet minimum age to drive the company vehicle
- A background in teaching or working with youth is preferred
- If not CPR and First Aid Certified, must obtain within the first 6 months of employment
- 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
- Availability, Monday-Friday, 10:30 am - 7:00 pm. No School Days, Early outs, Summer 9:30 am - 6:00 pm

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The Boys & Girls Club is a fast pace environment. You must be physically able to engage in games and activities that are children appropriate, some being outdoors. You must be able to lift 25 lbs. Physical demands may include bending, kneeling, twisting, standing, and extended use of arms and hands

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 all employees assigned to this job.