

TITLE: Club Director
PROFILE SOURCE: Management Professional
DEPARTMENT: Administration
REPORTS TO: Director of Operations
STATUS: Exempt
SALARY: \$38,000-\$42,000

PRIMARY FUNCTION:

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, membership administration, and safety.

KEY ROLES

Club Leadership and Strategic Planning

- Supports and instills the BGCA/BGCIRC missions and principles.
- Creates an environment that facilitates achievement of Youth Development outcomes.
- Analyzes and reviews club membership and ADA and develops and implements strategies to increase membership and attendance.
- Ensures HR policies and procedures are communicated and followed.
- Handles crisis situations and takes action to resolve conflicts, disputes and/or concerns of staff, club members, volunteers, and/or parents.
- Act as a liaison between the members, parents and other community and social service agencies.
- Provides information to support management level decision making.
- Responsible for the public image of the Club in the community.

Club Management & Development

- Recruits qualified staff through various venues with attention to diversity.
- Ensures that the Program Director is involved in the recruitment, selection, and orientation process for Club staff.
- Provides recognition and training opportunities for Club staff.
- Ensures that staff have the skills and resources necessary to be successful at their jobs.
- Conducts staff meetings on a regular basis.
- Ensures that programs are regularly monitored and feedback is provided by the Program Director.
- Ensures information and other data maintained on programs, membership, etc. are accurate and timely; prepares club reports in an accurate and timely manner to the Director of Operations and/or the Executive Director.
- Demonstrates leadership to ensure conduct, safety and development of members.

- Conducts annual evaluations of Program Director and some part-time staff. Provides ongoing feedback throughout the year.
- Ensures that there are a variety of programs offered in the six core program areas.
- Utilizes program evaluation methods which are approved by Administration (Outcome Measurement Surveys/parent surveys/Formula for Impact Assessment/Safety Assessment) to determine a strategic plan for Club.
- Ensures that parent involvement programs and activities are developed and included in the Club schedule.
- Oversees a healthy and safe environment regarding facilities, equipment and supplies.
- Acts professionally at all times with all staff, members and parents.
- Maintains accurate reports of activities, programs, and scheduling.
- Increases the visibility of Club Programs by posting daily schedule, announcements of upcoming events and dissemination of timely information at the club.
- Consults with parents concerning member and Club issues.

Resource Management

- Controls expenditures against budget.
- Maintains timely and accurate financial records.
- Notifies Program Director of grant deliverables and other revenue resources for Club programs.

Community Relations & Collaborative Partnerships

- Develops and maintains collaborative relationships with community partners.
- Oversees and monitors grant implementation performance to ensure compliance when given grant outcomes.
- Works closely with schools, community agencies and volunteer groups to make Club visible and recognized as a vital resource in the community.

Facility management

- Ensures that crisis management procedures are shared with staff and followed.
- Plans and takes action to ensure Club is safe, attractive, and well-maintained.
- Communicates and enforces organization's policies, procedures, and standards with regard to upkeep, usage, and maintenance of building, vehicles, and equipment.

Additional Responsibilities

- Purchases or approves purchase of supplies and equipment.
- Works with staff on special events to carry out programs in all departments.
- Assumes other duties as assigned.
- Will be required to drive vans; CDL preferred.

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 the Club.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of five year's 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.
- 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.

PHYSICAL REQUIREMENTS

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of this position.

While performing the responsibilities of this position, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is often required to stand, walk, reach with arms and hands, climb or balance, lift up to 25 pounds and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.