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BOYS & GIRLS CLUBS
OF THE MISSISSIPPI DELTA

Boys & Girls Clubs of the Mississippi Delta

Position Description for

UNIT DIRECTOR

GENERAL INFORMATION

Employee Name:	Email Address:
Position Title: Unit Director	Reports To: Director of Operations/Area Director/CEO
Supervisory/Managerial: YES	Performance Profile: Management Professional
Department: Administration/Operations	Employment Date with Organization:
Exempt Employee: YES	Employment Date for Current Position:

POSITION SUMMARY

The primary function of this position is to ensure the proper overall operations of the Clubhouse to which they are assigned. This position will provide the necessary leadership to staff and members to meet the mission of the organization. It is the responsibility of this position to ensure that organizational goals, policies, and procedures are complied.

QUALIFICATIONS REQUIRED

Knowledge:

Demonstrated knowledge of the principles and practices related to: ·Management of Club operations
·Community relations ·Youth development ·Resource management ·Financial and budget management
·Facility and equipment management ·Knowledge and information management systems ·Recruitment, selection, development, management and motivation of staff ·Program planning, development, implementation and evaluation ·Developing and maintaining collaborative partnerships and public relations ·Business communications

Education:

A minimum of a Bachelor's Degree from an accredited college or university is preferred. Equivalent experience may be substituted. Certified in CPR and First Aid.

Experience:

A minimum of three years work experience in a Boys & Girls Club or similar experience in organizational planning and supervision of activities based on the developmental needs of youth. Should have a history of knowledge of the policies, program and procedures of Boys & Girls Clubs, or of the principles and practices of similar nonprofit organizations or a business.

KEY ROLES AND COMPETENCY AREAS

KEY ROLES	COMPETENCY AREAS
Leadership	Ensure an Environment, Programs and Services that Prepare Youth for Success and Ensures Safety at all times.
Marketing and Public Relations	Develop and Maintain Public Relations, Attend Promotional events, Fundraising events, Public Speaking at Community events.
Partnership Development	Develop Collaborative Partnerships
Program and Service Management	Ensure Program Planning, Development, Implementation and Evaluation, Quarterly reporting and Monthly reporting, Monitor programs.
Resource Management	Manage Financial Resources
Resource Management	Manage Administrative and Operational Systems
Resource Management	Manage Facilities
Resource Management	Ensure a Productive Work Environment
Resource Management	Recruit, Select and Assist with the Hiring along with CEO and/or Director of Operations, and Manage and Monitor Staff
Strategic Planning	Contribute to the Planning and Implementation of the Strategic Plan
Strategic Planning	Ensure Quality Improvement
Technology	Assist and Contribute Plans for Technology, Information Management Systems and Updating Staff Skills are Implemented

RELATIONSHIPS**Contacts Inside the Department:**

Relationships Internal: ·Maintain contact with administrative staff, as needed, to interpret and explain organizational mission and standards; discuss issues, and provide/receive information via phone or email.

Contacts Outside the Department but within the Organization:

External: ·Maintain contact with external community groups, members' parents and others to assist in resolving problems and to market/promote Club.

ADDITIONAL ACCOUNTABILITIES

Supervisory Responsibilities:

- *Provide direct and indirect supervision to full and part-time staff and administrative professionals.
- *Supervision and coordination of staff and volunteers during special Club events.

Budget Responsibilities:

- *Control expenditures against budget relative to administrative responsibilities.

Other Requirements:

Ensures one other staff has CPR and First Aid Certifications. Valid (MS) driver's license. Appropriate attire must be worn at all times.

ENVIRONMENTAL AND WORKING CONDITIONS-PHYSICAL AND MENTAL REQUIREMENTS

Environmental and Working Conditions:

The majority of work time is divided between an office setting and general Club setting. Attendance to staff training, conferences and meetings is required. Travel is required as needed.

Physical and Mental Requirements:

Demonstrated ability to: ·Maintain a high energy level. ·Be comfortable performing multi-faceted projects in conjunction with day-to-day activities. ·Clearly speak and hear. ·Regularly travel for the organization using public transportation or by driving Club van or personal motor vehicle. ·Sit or stand for four-plus hours per day. ·Lift 40 pounds. ·Stoop, stand and bend.

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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

ACKNOWLEDGEMENT FORM

I have been given a copy of the Job Description for Unit Director revision dated 11/19/2010 and have read and understand the requirements for the job.

Signed by:

Employee **Date**

Approved by:

Supervisor **Date**

Approved by:

Chief Professional/Volunteer Officer **Date**