



BOYS & GIRLS CLUBS
OF THE CAPITAL AREA

POSITION DESCRIPTION

TITLE: Club Director

PERFORMANCE PROFILE SOURCE: Exempt

DEPARTMENT: Programming

REPORTS TO: Director of Program Services

BENEFITS:

PRIMARY FUNCTION:

With the support of the Director of Program Services, the Club Director directs and manages overall daily operations of the designated Clubhouse. The primary concern is focused on the programs, service delivery, supervision and training of staff, facilities management, budget management, community relations and membership administration for the specified Club.

KEY ROLES (Essential Job Responsibilities):

Leadership

- Provide leadership and direction in establishing programs for the Club. Provide activities and services that prepare youth for success and help create an environment that facilitates achievement of Youth Development Outcomes.
- Conduct programs on a necessary basis. Programs should be developed to positively impact youth.
- Ensure a safe and healthy environment. Ensure facilities are kept well maintained, equipment and supplies are maintained and any other duties regarding the maintenance and appearance of the Club's external and internal environment.
- Responsible for creating and upholding behavior standards for youth as well as creating and upholding consequences and guidance opportunities if behavior standards are not met.
- Attend all trainings and meetings as assigned.

Quality Assurance

- Submit unit and lesson plans as assigned.
- Participate in two Youth Program Quality (YPQ) assessments per school year.
- Conduct two youth needs and interests surveys per year.
- Participate in the National Youth Outcome Initiative survey annual
- Complete a campus needs assessment annually

- Complete the Impact Assessment annually

Strategic Planning

- Plan, develop, implement and evaluate overall Club programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation in each program.
- Meet all grant requirements.
- Meet goal membership and average daily attendance numbers.
- Create and implement program schedules and activity alignment forms as assigned.
- Review grant requirement form monthly with supervisor.
- Meet individually and with supervisory group with supervisor monthly

Resource Management

- Manage Club financial resources assisting in the development of annual budgets. Expenditures should be calculated and controlled based on the finalized budget.
- Submit purchase orders, receipts and fees within 48 hours of purchase or receipt.
- Maintain and review shadow budget monthly with supervisor.
- Stay within the confines of your budget.
- 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.
- Ensure the Club is always properly maintained for safety and cleanliness for the use by members, volunteers and staff. Oversee any repairs as soon as reported.
- Recruit, train, manage, and provide career development opportunities for staff and volunteers. Conduct monthly staff meetings to inform employees of any changes in programming, to receive employee input, etc.
- Perform and submit annual performance reviews for all staff annually by August.
- Maintain all databases. All data must be entered by Tuesday for the week prior.
- Keep facility safe, clean and well organized.

Partnership Development

- Develop and maintain partnerships with parents, schools, community leaders, and other outside organizations.
- Create a strong presence in the school that you are assigned, if applicable.
- Have a positive proactive relationship with the principal and school administration, if applicable, by meeting monthly.
- Become an active and participating member of two civic organizations.

Marketing and Public Relations

- Increase visibility of Club development activities and maintain good public relations within the Club and the community.

ADDITIONAL RESPONSIBILITIES:

- Valid state driver’s license required.
- May be required to drive a shuttle bus.
- Be able to perform other duties as assigned or requested by supervisor(s).

RELATIONSHIPS:

Internal: Maintain daily contact with the Director of Program Services, staff peers, administrative personnel, and/or volunteers for the purpose of exchange of information, to interpret or explain the current organization’s mission, discuss current program objectives and standards to be met, discuss any other relevant issues, and provide and/or receive information.

External: Maintain contact with external community groups, schools, 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 with two years’ experience in a Boys & Girls Club or similar youth development organization of a minimum of six years work experience in a Boys & Girls Club or similar youth development organization planning and supervising activities based on the developmental needs of young people.
- Ability to communicate ideas effectively to the public.
- Ability to deal effectively with members in all types of situations, including discipline problems.
- Working knowledge of budget preparation, control, and management.
- Demonstrated ability in working with youth, parents, and community leaders.
- Club Directors at sites that provide transportation from a site or school to their Club daily will be required to obtain a Commercial Drivers’ License with an air brake endorsement.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

Must be able to work and interact with youth. Must be able to pick up games, trash, and other items from the floor. Must be able to mop and sweep occasionally.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, not to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Employee Date

Approved by: _____
Supervisor Date

