



Unit Director Job Description

Directs/manages overall daily operations of a Boys & Girls Clubs of West Alabama Unit 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

- Establish unit or branch programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of Youth Development Outcomes.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Maintains close, daily contact with Club staff (professional and volunteer), Club members and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.
- Maintains contact as needed with external community groups, schools, members' parents and others to assist in resolving problems.

Strategic Planning

- Plan, develop, implement and evaluate Club overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile required regular reports reflecting all activities, attendance and participation.

Resource Management

- Manage Club's financial resources assisting in the development of annual budgets. Control expenditures against 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 compliance with organization policies.
- Recruit, manage and provide career development opportunities for branch staff and volunteers. Conduct regular staff meetings.

Partnership Development

- Develop partnerships with parents, community leaders and organizations.

Marketing and Public Relations

- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
- Assist with promotional efforts to increase membership and involvement.
- Serve as primary professional representative of the organization in any capacity related to Club site.

Additional Responsibilities

- Purchase or approve purchase of supplies and equipment.
- Work with staff of special events to carry out programs in all departments.
- Exercise authority in problems relating to members; utilize guidance and discipline plan.
- May be required to drive Club vehicles periodically.
- Assume other duties as required.

Some nights and weekends may be required.

Supervision

- Responsible for the supervision of Club staff
- Key Result Area: Successful results in personnel supervision, facilities management, and the recruitment and retention of key personnel. Successful participation in Organizational Fundraising Events
- Achievement of Individual Fundraising goals per requirements of budget

KNOWLEDGE/SKILLS REQUIRED

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

Must maintain a Driver's License and insurance.

Must be able to lift at least 20 lbs

- 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.