



**BOYS & GIRLS CLUBS**  
OF BELLEVUE

## **POSITION DESCRIPTION**

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**TITLE:** Unit Director

**PERFORMANCE**

**PROFILE SOURCE:** Management Professional

**DEPARTMENT:** Administrative / Operations

**REPORTS TO:** Area Director

Exempt  Non-Exempt

**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 and membership administration.

**KEY ROLES (Essential Job Responsibilities):**

*Leadership*

1. 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.
2. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.

*Strategic Planning*

3. Plan, develop, implement and evaluate Unit or Branch 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.
4. Develop schedule of programs on a daily, weekly, monthly, and quarterly basis.
5. Coordinate daily programming with part-time staff.
6. Develop and guide program staff to facilitate new, fun, and educational activities and programs for youth.
7. Support part-time staff with implementation of activities.
8. Develop an educational/Homework Time curriculum that corresponds to school district curriculum.

9. Coordinate and facilitate BGCA National programs (Youth of the Month, Youth of the Year, S.M.A.R.T. Moves, incentive programs, etc.)

#### *Resource Management*

10. Manage Unit or Branch financial resources assisting in the development of annual budgets. Control expenditures against budget.

11. 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.

12. Implement and enforce safety policies and procedures in regards to participant safety, risk management, and building security.

13. Assist with the supervision and coordination of club maintenance and appearance.

14. Recruit, manage and provide career development opportunities for branch staff and volunteers. Conduct regular staff meetings.

15. Complete quarterly reports neatly and on time.

16. Manage membership recruitment efforts and strive to keep programs full at all times.

17. Aid in the collecting and tracking of memberships and monthly payments.

#### *Marketing and Public Relations*

18. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

#### **ADDITIONAL RESPONSIBILITIES:**

1. Purchase or approve purchase of supplies and equipment.

2. Work with staff on special events to carry out programs in all departments.

3. Exercise authority in problems relating to members; utilize guidance and discipline plan.

4. Drive Club van as needed.

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. 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 Club.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of five years work experience in a Boys and 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.