



BOYS & GIRLS CLUBS
OF BELLEVUE

POSITION DESCRIPTION

TITLE: Unit Director

PERFORMANCE

PROFILE SOURCE: Management Professional

DEPARTMENT: Administrative / Operations

REPORTS TO: Area Director

Exempt Non-Exempt

POSITION SUMMARY:

Under general supervision, the Unit Director is primarily concerned with the overall program operations of 2 or more assigned units. This includes the areas of planning, coordination, implementation, and supervision of program personnel. Administrative duties also fall within the Unit Director responsibilities. In conjunction with the Area Director, this position will ensure the training of all part-time staff and full time staff, coordinate and initiate school visits, manage program budgets, develop and coordinate new programs and activities related to the core service areas of the Boys & Girls Club programming. In addition the Unit Director will coordinate all membership and program reports pertaining to her/his assigned Unit.

POSITION RESPONSIBILITIES:

- Supervise full-time and part-time employees and volunteers
- Plan, develop, implement, coordinate, and evaluate the programs of the Club.
- Hold regularly scheduled staff meetings in order to improve, among other things, program coordination, members' interpersonal relationships, and professional proficiency.
- Promote and stimulate interest in programs and activities.
- Recruit and orient new members and promote membership growth.
- Assist the Area Director in the planning and coordination of special events.
- Supervise the maintenance and care of all facilities, equipment, and vehicles.

- Provide leadership and overall direction to the innovation and quality of program services.
- Plan and manage all After School Programs, which maximize the impact of available resources and are consistent with the Boys & Girls Club approach to Youth Development.
- Provide leadership and direction to youth development professionals to assure the ability to carry out the Club's Youth Development Mission and goals as well as their growth and development.
- Understand and assure implementation of organizational policies, procedures, and goals while maintaining a safe, clean environment necessary for youth development.
- Create a positive image of the Club's After School Program in the community by marketing and publicizing the Club's After School Program and by networking with relevant community organizations.
- Actively recruit new members to achieve enrollment goals and maintain a full program.

POSITION REQUIREMENTS

- Meeting established schedules/deadlines as part of the normal routine; accepting a variety of daily activities while maintaining high accuracy requirements.
- Maintaining confidentiality in all assignments and responsibilities.
- Setting Standards: Leadership position where performance and overall organization expectations are modeled.

KEY ROLES (Essential Job Responsibilities):

- 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.
- Develop schedule of programs on a daily, weekly, monthly, and quarterly basis.
- Coordinate daily programming with part-time staff.
- Develop and guide program staff to facilitate new, fun, and educational activities and programs for youth.
- Support part-time staff with implementation of activities.
- Implement educational/Homework Time curriculum that corresponds to school district curriculum.
- Coordinate and facilitate BGCA National programs (Youth of the Month, Youth of the Year, S.M.A.R.T. Moves, incentive programs, etc.)
- Implement and enforce safety policies and procedures in regards to participant safety, risk management, and building security.
- Assist with the supervision and coordination of club maintenance and appearance.
- Recruit, manage and provide career development opportunities for part-time staff, full-time staff, and volunteers. Conduct regular staff meetings.
- Complete quarterly reports neatly and on time.

- Manage membership recruitment efforts and strive to keep programs full at all times.
- Aid in the collecting and tracking of memberships and monthly payments.

ADDITIONAL RESPONSIBILITIES:

- Requisition of supplies and equipment.
- Work with staff on special events to carry out programs in all departments.
- Exercise authority in problems relating to members; utilize guidance and discipline plan.
- Drive Club van as needed.
- Assume other duties as assigned.

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.
- Demonstrated ability in working with young people, parents and community leaders.

Unit Director: _____

Date: _____

Area Director: _____

Date: _____