



POSITION DESCRIPTION

TITLE: Bella Vista Unit Director

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Operations-Bella Vista

REPORTS TO: Operations Director

Exempt Non-Exempt

POSITION SUMMARY:

Manages overall daily operations of the designated Boys & Girls Club 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 Boys & Girls Club 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. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club.

Strategic Planning

- ❖ Plan, develop, implement and evaluate Boys & Girls Club's 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.

Resource Management

- ❖ Manage Boys & Girls Club financial resources as well as 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 Boys & Girls Club, including use of facilities by outside groups.
- ❖ Recruit, manage and provide career development opportunities for Boys & Girls Club staff and volunteers. Conduct regular staff meetings.
- ❖ Implement 90 day and annual performance evaluations.

Partnership Development

- ❖ Develop partnerships with parents, community leaders and organizations.
- ❖ Manage Community Advisory Council relationship and strategy impact for club goals.

ADDITIONAL RESPONSIBILITIES:

- ❖ Work with staff on special events to carry out programs in all departments.
- ❖ Exercise authority in problems relating to staff and club members; utilize guidance and discipline plan.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Boys & Girls Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintain regular contact with members to advise, counsel, and discipline as needed.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Boys & Girls Club.

SKILLS/KNOWLEDGE REQUIRED:

- ❖ Four-year degree from an accredited college or university; preferred 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.
- ❖ Experience 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 and club members.
- ❖ Working knowledge of budget preparation, control, and management.
- ❖ Skills in fund-raising events.
- ❖ Demonstrated ability in working with young people, parents and community leaders.

Other Requirements

- ❖ CPR and First Aid certifications
- ❖ Valid (state) driver's license
- ❖ Meet the eligibility of insurance company regulations for operating Club vehicle(s)

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Physical demands: The position requires verbal and written conversation with others, sitting, standing, walking, bending, climbing, reaching, strenuous lifting/moving objects up to 50 pounds and use of hands to manipulate, handle or feel objects, tools or controls.
- ❖ Work environment: Work will be performed in a youth development environment, gymnasium, office spaces, game rooms, outdoors, and in communities served. The noise level in the work environment can be loud.

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.

Signed by: _____
Employee **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Executive Officer **Date**