



BOYS & GIRLS CLUBS
OF METROWEST

POSITION DESCRIPTION

TITLE: Club Director

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Administration/Operations

REPORTS TO: Director of Operations

POSITION SUMMARY:

Directs/manages overall daily operations for the designated clubhouse with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations, membership administration, and budget management.

QUALIFICATION REQUIREMENTS:

Key Roles (Essential Job Responsibilities):

Leadership

1. Establish Club 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 Club 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

4. Manage Club financial resources assisting in the development of annual budgets. Control expenditures against budget.
5. Ensure administrative and operational systems are in place to maintain the operation of the physical property and equipment of the Club, including use of facilities by outside groups.
6. Recruit, manage and provide career development opportunities for Club staff and volunteers. Conduct regular staff meetings.
7. Develop partnerships with parents, community leaders and organizations.

Marketing and Public Relations

8. 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. 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 & 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.

Demonstrated knowledge of the principles and practices related to:

- Management of Club operations
- Community relations
- Principles of youth development
- Resource development
- Resource management
- Financial and budget management
- Facility and equipment management
- Knowledge of information management systems
- Recruitment, selection, development, management and evaluation of staff
- Program planning, development, implementation and evaluation
- Developing and maintaining collaborative partnerships and public relations
- Business communications