



## **Unit Director- Boys & Girls Clubs of Bloomington**

HOURS: Vary- 10:00 to 6:00, 11:00 to 7:00, weekends, evenings

PAY RATE: (Salaried Employee) \$47,500-50,000

VACATION/SICK DAYS: As outlined in Employee Manual

HOLIDAYS: As outlined in Employee Manual

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

BENEFITS: As outlined in Employee Manual

START DATE: 10/12/2020

### POSITION DESCRIPTION:

Manages overall daily operations of a unit under the supervision of the Director of Operations. Responsible for hiring, onboarding, and supervision of unit professional staff with a focus on an outcome-driven Club experience. Responsible for ensuring the success of Club and organizational programs, activities and services that prepare youth for success and that create a club environment that facilitates implementation of the Formula for Impact (FFI) framework and achievement of Youth Development Outcomes. Responsible for ensuring a healthy and safe environment, ensuring facilities, equipment, and supplies are managed and maintained.

### SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers and the public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Leadership, budget management, community relations, and organizational compliance.
7. Demonstrated ability in personnel supervision, and the recruitment and retention of key personnel for the unit.
8. Collaboration with staff with facilities management.
9. Ability to recruit, train, supervise, and motivate staff.
10. Ability to deal effectively with members including discipline problems.
11. Working knowledge of budget preparation, control, and management.
12. Demonstrated ability in working with diverse young people, parents and community leaders.
13. Demonstrates a high degree of initiative, self-direction and creativity.

## ESSENTIAL JOB FUNCTIONS:

1. Oversee professional program staff ensuring all responsibilities are met
2. Discipline members by following guidance procedures, while ensuring communications with legal guardians and how to promote better behavior for the club member
3. Attend mandatory staff meetings and training sessions
4. Compile priority outcomes, data such as Average Daily Attendance (ADA)
5. Record information to proper supervisor(s) in a timely manner
6. Establish Unit or Branch programs, activities and services that prepare youth for success and that create a club environment that facilitates implementation Formula for Impact (FFI) framework and achievement of Youth Development Outcomes
7. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained
8. Developing and maintaining positive Club culture
9. Build positive relationships with youth, volunteers, parents, schools, and community.
10. Assist with tracking daily attendance and other applicable program administrative duties.
11. Assist with preparing information for reporting purposes when necessary.
12. Attend mandatory staff meetings and training sessions.
13. Oversee all recruiting, hiring, training, disciplining and evaluation of the staff and volunteers in your unit.
14. Keeping up to date files on all staff and volunteers to be sure they all have current trainings and certifications.
15. Directly in charge of full time program staff to oversee all that of their responsibilities are being met.
16. Oversee the daily supervision of full-time staff and assist with the management of other staff.
17. Responsible for securing adequate staffing for the unit.
18. Responsible for the development of the daily, weekly, monthly and yearly programs of the unit.
19. Responsible for meeting all organizational requirements established by the national association and the Boys & Girls Club of Bloomington.
20. Disciplining of members and following guidance procedures when following up with parents.
21. Marketing of unit and organizational programs through all media sources. Preparation and distribution to club families and posting of programs, club hours and special events throughout your unit.
22. Developing and overseeing club and community special events at your unit and in collaboration with other units.
23. Serving as an advocate of youth, through public speaking, serving on community groups, etc.
24. Responsible for the ensuring of daily maintenance of your unit's equipment, facilities and vehicles.
25. Recommending and purchasing of program and maintenance supplies for the unit as budgeted.
26. Report to Operations Director.
27. Assume other duties as assigned.

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.

3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume & Cover Letter to:  
**Pam Martindale - Human Resources Assistant**  
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