



**BOYS & GIRLS CLUBS**  
OF BLOOMINGTON

**Ferguson Crestmont Unit Director**

WORKING HOURS: M – F 10:00am to 6:00pm/11a.m. - 7 p.m., occasional weekends and evenings

SALARY: \$48,500 (Exempt Employee)

VACATION/SICK DAYS: “Personal Time Off “outlined in Employee Handbook

BENEFITS: Health, life, and long-term disability insurance. Eligible for 401K after 1 year of employment.

JOB DESCRIPTION:

The Unit Director is responsible for managing Club operations under the supervision of the Director of Operations and overseeing the delivery of a broad range of programs within a designated Club, such as Education, the Arts, Health & Wellness, Sports & Recreation and Service & Leadership, during the out-of-school time. The Unit Director plans, develops, oversees implementation, and supervises programs and program staff, and performs related administrative duties related to facility, budget and grant administration.

This is a general description of the position; job tasks are not limited to the above list. Employees may be assigned tasks and responsibilities as needed.

EDUCATION/EXPERIENCE REQUIREMENTS: Four year degree from an accredited college or university, or equivalent experience. A minimum of three years’ work experience in managerial role in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience. CYC-P preferred.

Advanced knowledge of some or all of the following: child and adolescent development, behavior management techniques, principles of effective youth development programming

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.

ESSENTIAL JOB FUNCTIONS:

1. Oversees the implementation and delivery of all day to day operations, programs, services and activities that facilitate achievement of Youth Development Outcomes. Has regular contact with members as needed to discipline, advise, and counsel.
2. Oversees the identification and evaluation of opportunities to improve program effectiveness on the basis of participation and achievement of stated goals; recommends modifications to improve program performance, as appropriate.
3. Oversees the growth strategy for average daily attendance and overall membership.
4. Coordinates unit budget development; monitors and reports variances in revenues and expenditures.

5. Maintains accurate and complete measure program outcomes and maintains that data for grant reporting and marketing purposes. Ensures grant funded programs are executed on time and on budget.
6. Manages administrative and operational processes. Oversees proper record keeping for the program department.
7. Manages performance of professional staff in achieving goals, provides technical assistance in program design, development, community relations and program operations.
8. Effectively communicates with and mentor Youth Development Professionals (YDPs) to be leaders and to embrace the organizational mission. Plans and implements a staff development and training program.
9. Develops collaborative partnerships with other youth serving organizations, members, parents, families and community organizations.
10. Supports Board Committees, as assigned.
11. Is an active member of the Crestmont community who is the face of Boys & Girls Club services. Participates in activities to maintain good public relations for Club programs, services and activities specifically geared toward the Crestmont community.
12. Manages human resource issues such as employee recruitment, employee relations, compensation, training, and compliance.
13. Manages member behavior and parent related concerns. Communicates effectively with young people from diverse and high-risk backgrounds, ages 5-18, parents and other organizational personnel in a courteous and professional manner
14. Ensure staff use appropriate discipline.
15. Oversees member management system and ensures accurate data & financial entries.
16. Assist in special events, fundraisers or program events.
17. Ensures Child Abuse & Neglect and Club Safety reporting requirements for all Club staff are met.

**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 screens.
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.

Boys & Girls Clubs of Bloomington is an equal opportunity employer.

**Submit resume and cover letter to Pam Martindale, Operations Assistant  
 pmartindale@bgcbloomington.org (812) 332 – 5311 ex. 227**