

## ***Ellettsville Unit Director***

UNIT/LOCATION: Ellettsville Club

WORKING HOURS/PAY RATE: \$48,000 - \$50,000

Hours vary - 10:00 a.m. to 6:00 p.m., 11:00 a.m. to 7:00 p.m., weekends, evenings

VACATION/SICK DAYS: As outlined in Employee Manual

HOLIDAYS: As outlined in Employee Manual

BENEFITS: As outlined in Employee Manual

### POSITION DESCRIPTION:

Manages overall daily operations of the Club 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 the management of but not limited to Program Directors, Americorps volunteers, Work Study staff, and Service Learning ACE(s). Responsible for ensuring a healthy and safe environment, ensuring facilities, equipment, and supplies are managed and maintained.

### QUALIFICATIONS:

1. Higher education degree preferred.
2. 3 or more years of work experience in a managerial role in a Boys & Girls Club of similar organization.
3. 5 or more years of youth work experience.
4. 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.
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. Participate in strategic planning
7. 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
8. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained
9. Developing and maintaining positive Club culture
10. Build positive relationships with youth, volunteers, parents, schools, and community.
11. Assist with preparing information for reporting purposes when necessary.
12. Oversee all recruiting, hiring, training, disciplining and evaluation of the staff and volunteers in your unit.
13. Keeping up to date files on all staff and volunteers to be sure they all have current trainings and certifications.
14. Responsible for securing adequate staffing for the unit.
15. Responsible for meeting all organizational requirements established by the national association and the Boys & Girls Club of Bloomington.
16. 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.
17. Developing and overseeing club and community special events at your unit and in collaboration with other units.
18. Serving as an advocate of youth, through public speaking, serving on community groups, etc.
19. Responsible for the ensuring of daily maintenance of your unit's equipment, facilities and vehicles.
20. Recommending and purchasing of program and maintenance supplies for the unit as budgeted.
21. Report to Operations Director.
22. 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.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Just as you retain the right to resign, without notice or cause, BGCB has the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any BGCB officer or representative, with the exception of an express written employment contract signed by the Unit Director. If you understand and accept these terms, please sign below.

This job description serves as a job offer for this position. Accepting employment will be conditional upon agreeing to and signing this job description/offer.

We believe BGCB is an outstanding organization with a capable, dedicated staff. We believe you will become a valuable, enthusiastic member of our team. Welcome to the Boys & Girls Club of Bloomington!

***I understand the expectations, functions, and information presented in this document that describes the Unit Director position.***

**Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.**

To apply please send a resume and cover letter to [mmiller@bgcbloomington](mailto:mmiller@bgcbloomington) or [jobs@bgcbloomington.org](mailto:jobs@bgcbloomington.org)