



## **JOB DESCRIPTION**

<b>TITLE:</b>	<b>UNIT DIRECTOR</b>
<b>CLASSIFICATION:</b>	35 to 40 hours per week, Full-Time, <input checked="" type="checkbox"/> Non-Exempt, and Hourly
<b>DEPARTMENT:</b>	Program Services
<b>REPORTS TO:</b>	Director of Operations
<b>HOURS:</b>	Variable; primarily between 10:00 a.m. - 9:00 p.m. on weekdays, some morning meetings and Saturdays.
<b>COMPENSATION:</b>	\$18.50 – 19.50 Depending on Experience

### **PRIMARY FUNCTION:**

The Unit Director is responsible for the Club operations, safety, and administration of a Boys & Girls Club within the Fresno County multiple Club organization through adequate programs, staffing, grant reporting, budgeting, and other related responsibilities. The Unit Director is expected to collaborate with City Governance, schools, Housing Authorities, and other agencies to recruit new members and maintain monthly membership records using the Membership Tracking System.

### **KEY ROLES:**

Resource Management  
Technology  
Leadership  
Strategic Planning  
Program and Service Management  
Partnership Development  
Teamwork  
Supervision  
Relationships  
Policies & Procedures  
Marketing & Recruitment  
Documentation & Reports  
Club Safety

### **EXAMPLE OF DUTIES:**

- Maintain and operate the Club in accordance with the standards of the organization and Boys & Girls Club of America.
- Communicate the vision, mission, and program objectives of Boys & Girls Clubs of Fresno County and the national movement to staff, parents, members and the community served by the Club.
- Maintain Club hours of operation.
- Establish a regular work schedule for staff and a regular program schedule for Club members.
- Conduct sports teams and/or leagues, recreation, education, and guidance-oriented programs as necessary.

- Planning and implementing the Club programs to meet specific grant requirements as approved by the Director of Operations.
- Attendance at all staff meetings including bi-monthly Unit Director Meetings at the Administrative Office in Fresno.
- Hold bi-monthly Club staff meetings.
- Attendance at required trainings.
- Complete the Youth Development Professional and Management Professional courses on BGCA Spillet University.
- Oversee and maintain accurate daily and program attendance records for administration and grant reports on vision membership tracking system.
- Nominate an eligible youth member to participate and compete in the Youth of the Year Program each year.
- Operate the Club within the approved budget and assist the Director of Operations in budget planning and fundraising.
- Consult and collaborate with community partners and agencies through grants, special projects and events.
- Promote, recruit, and stimulate membership in the Club via: word-of-mouth, flyers, presentations to the neighborhood schools, churches, and community based organizations and City Governance.
- Establish a program setting that ensures the health and safety of staff and members.
- Contribute to the overall positive and safe Club climate for youth development.
- Provide leadership, direction, problem-solving, and conflict resolution to the staff, volunteers, and members.
- Provide mentoring and training to staff members through proper recruitment, screening, and evaluation of performance.
- Provide direct supervision to staff members to assure they develop the ability to carry out the organization's mission.
- Provide direct supervision of members ages 6-18.
- Consult with parents/guardians concerning member and Clubhouse issues and exercise authority in problems relating to members of the Club.
- Responsible for Club cleanliness, maintenance, and operations of assigned facilities, and Club vans.
- May be required to obtain a Class B license to transport youth in Boys & Girls Club vans.
- Transport members in vans and/or personal vehicles as requested and in accordance with the Club safety policy.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Required Education: Associates Degree and three years' experience working with youth and knowledge of youth development and two years of supervisory/management experience.
- Other valuable experience includes participation in activities such as education, leadership, recreation, and case management, arts & crafts, and computers.
- The Unit Director must have the ability to motivate youth, manage behavior problems, appropriately communicate the general public, ability to plan and implement quality programs for youth. The Unit Director must have the ability to organize and supervise members in a safe environment.
- Strong communication skills, both verbal and written, group leadership skills, team building, and staff and project management abilities are required.
- Must have current CPR/First Aid Certification or be willing to be certified through B&GCFC offered training.
- The ability to speak languages other than English is valuable
- A valid Driver's License, a clean driving record, willing to obtain a Class B License.
- Must be 21 years old.

**BENEFITS:** 50% employer paid group medical insurance; 100% qualified pension program and long-term disability insurance, paid sick and vacation leave.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Employee must have own transportation, a valid driver's license, a clean driving record, and be willing to transport youth as required; must be able to drive to any Club site; must be able to walk and lift binders and boxes required for delivery of materials. Some demonstration of physical activities will be required in this position and must pass background check.

**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.

**Printed Name:** \_\_\_\_\_

**Signed by:** \_\_\_\_\_  
**Unit Director** **Date**