



JOB DESCRIPTION

JOB TITLE: Club Director – Fort Mill Club	SALARY:
DEPARTMENT: Club	<input checked="" type="checkbox"/> Salaried-Exempt
REPORTS TO: Director of Club Services	STATUS: <input type="checkbox"/> Hourly –Non-Exempt

JOB SUMMARY:

The primary function of this position is to plan and manage operations of the Club to which they are assigned. This position will provide the necessary leadership to staff and members to meet the mission of the organization. It is the responsibility of this position to ensure that organizational goals, policies, and procedures are understood and followed. He/she is responsible for the ongoing operations and fiscal management of their Club with primary concern for outreach activities, program & service delivery, human resources as it relates to club personnel, community relations and facility management. The Club Director has direct supervision of the Club Assistant Director and Youth Development Professionals.

ESSENTIAL JOB FUNCTIONS AND ACCOUNTABILITIES:

- Responsible for overseeing the delivery of a broad range of programs that accomplish the organizational mission.
- Plan, develop, oversee and supervise programs and program staff.
- Plan, coordinate, schedule and orient the program staff and volunteers.
- Develop, plan, execute and supervise a diversified youth development program consistent with the goals and objectives of the organization as approved by the Director of Club Services.
- Act as a liaison between the members, parents, teachers and other community and social service agencies.
- Provide the guidance necessary to maintain discipline and acceptable behaviors in the club.
- Evaluate programs, activities, staff and volunteers to ensure the appropriateness, quality and effectiveness of services.
- Provide leadership to all Club staff for better understanding of the needs of the individual members.
- Establish and conduct special programs to meet the needs of the club clientele.
- Provide counseling and follow-up on individual members as necessary and identify members' individual needs.
- Increase the visibility of Club program via posting of daily schedule, announcements of upcoming events and dissemination of timely information for the development, advertising and promotion through mailings, fliers and media releases.
- Promote and stimulate participation in club membership, including the promotion and coordination of the inter-departmental activities and special events.
- Plan, organize and conduct programs utilizing community resources.
- Maintain accurate records of activities, programs, scheduling and members using computer database/software.
- Gather and track statistical information.
- Handle any and all funds in accordance with organizational policies.
- Handle administrative duties in a timely, accurate, and efficient manner.
- Assist in conducting regular staff meetings as well as periodic volunteer meetings.
- Assist in the supervision of the care, maintenance and cleanliness of equipment, building, grounds and vehicles.
- Meet ADA and membership goals.
- Meet regularly with school personnel to aid in member academic success.

- Conduct monthly parent council meetings.
- Perform other duties as instructed by Director of Club Services or Executive Director.

KEY ROLES / ESSENTIAL JOB RESPONSIBILITIES

Leadership

- Ensures Programs, Services and an environment that Prepare Youth for Success
- Support & instill the mission, core beliefs, characteristics and principles of the Boys & Girls Clubs of York County as well as the Boys & Girls Clubs of America
- Create an environment that facilitates achievement of Youth Development Outcomes as well as programs, services & activities.
- Establish, implement and/or enforce policies and procedures
- Provide information to support management level decision-making.

Prepare Youth for Success

- Plan and oversee the administration of programs and activities that support Formula for Impact Outcomes and create an outcome driven Club experience.
- Establish program objectives consistent with organizational goals and mission.
- Provide a quality year around Club program that has measurable results.
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in all program areas.
- Demonstrate leadership to assure conduct, safety and development of members.
- Demonstrate leadership in management of facility and grounds. Building and grounds should represent a quality program and organization.

Resource Management

- Manage Club financial resources assisting in the development of annual budgets. Control revenue and expenditures against budget.
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club. Ensure compliance with organization policies.
- Recruit, manage and provide career development opportunities for Club staff and volunteers. Conduct regular staff meetings.
- Recommend annually a capital supply/equipment expenditure budget.

Program and Service Management

- Ensure effective program planning, development, implementation and evaluation.
- Provide regular reports to the Director of Club Services.

Marketing and Public Relations

- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

Strategic Planning

- 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.

Facility Management

- Provide a clean, neat and appealing environment for members. Do regular walk through with staff to address issues.

Program Development and Implementation

- Ensure Club is meeting organization's membership and attendance goals; proper record keeping and program results for grant funded programs.
- Responsible for annual evaluation using program standards (Formula for Impact Assessment).
- Establish and maintain program goals and settings that insure the health and safety of members. Ensure that Club staff and volunteers understand and effectively communicate

- standards of program; that they ensure program areas are safe, supervised, well ventilated and well lit; and that Club equipment is maintained in good working condition.
- Ensure the evaluation of programs on a continual basis and ensure programs/activities respond to member needs and address their gender and cultural diversity with a special concern for academic achievement.
- Control program and activity expenditures within approved budget.

Supervision

- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- Oversee proper record keeping and reporting including activities and events conducted; breakdowns of daily participation figures; notable achievements and any problems/issues. Accurate membership data is a priority and monitored at least monthly.
- Ensure productive and effective performance by all program staff and volunteers; control program salaries within approved budget.

Marketing and Public Relations

- Increase visibility of all programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, website, email and media releases.
- Work closely with schools, community agencies and volunteer groups to make Club visible and needed resource in community.

EDUCATIONAL QUALIFICATIONS AND SKILLS:

- Bachelor's degree preferred or equivalent combination of education and work experience
- A minimum of five years work experience in a Boys and 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.
- Strong administrative skills/experience required including working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated ability in working with young people, parents and community leaders.
- Strong computer skills (Microsoft Word, Excel)
- CDL license with school bus, passenger & air brake endorsements and a safe driving record preferred. Will be required to obtain CDL license within 90 days of hire date.
- CPR / First Aid Certified.

ADDITIONAL RESPONSIBILITIES:

- Purchase or approve purchase of supplies and equipment.
- Work with staff on special events to carry out programs in all departments.
- Maintain vehicles and keep daily vehicle reports at the branch.
- Assist Development Department with staff requests for organizational special events.
- Assume other duties as assigned.
- May oversee special programs and/or events, and/or participate in the implementation of other Club and organizational activities as necessary.
- Will be required to drive Activity Bus periodically.
- Will consult with parents concerning member and Club issues.
- Will handle record keeping and appropriate summary reports for grants supporting Club programs.

EMPLOYEE CLASSIFICATION:

This position is classified as Hourly Non-Exempt status. As defined by the Fair Labor Standards Act, “non-exempt” status employees primarily perform work that is subject to the overtime provisions.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Approved by: _____
Chief Executive Officer Date

Signed by: _____
Employee Signature Date

Employee Printed Name

Our Mission

To enable all young people, especially those that need us most, to reach their full potential as productive, responsible, and caring citizens.