



**BOYS & GIRLS CLUBS
OF GREATER
NORTHWEST INDIANA**

POSITION DESCRIPTION

Position Title: Club Director
Department: Club
Reports To: Director of Operations
FLSA Status: Exempt

Job Summary:

The Club Director is responsible for directing and managing the overall day-to-day operations of a designated Club. Primary focus is on programs, supervision and training of staff, facilities management, community relations and membership administration as well as budgetary responsibilities. The Club Director is also responsible for promoting safety of members, quality programs and positive appearance of Club at all times. Provide positive guidance, discipline and role modeling to members and staff at all times.

Major Duties and Responsibilities:

1. Establish Club programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of designated outcomes.
2. Provide a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
3. Oversee Club programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.
4. Manage Club financial resources, assist in the development of annual budgets and control expenditures against budget.
5. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
6. Recruit, manage and provide career development opportunities for Club staff and volunteers. Conduct regular staff meetings.
7. Develop partnerships with parents, community leaders and organizations.
8. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
9. Demonstrate ownership and pride in the creation and execution of Club culture through leadership and inspiration.
10. Assist Club staff on special events to carry out programs in all areas.
11. Maintains regular daily contact with Club staff and members. Provides needed discipline, advice and coaching.
12. Exercise authority in problems relating to members. Utilize guidance and discipline plan.
13. Build strong collaborative relationships internally and externally.

Skills/Knowledge Required:

- Four year degree from an accredited college or university, or equivalent experience preferred.
- 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.
- Considerable knowledge of the mission, priority outcomes, programs and procedures of Boys & Girls Clubs as well as the principles and practices of non-profit organizations.

- Demonstrated ability in recruitment, retention, training, supervision and motivation of staff as well as overall facilities management.
- Excellent communication skills, both oral and written.
- Computer literacy in Microsoft Windows and Microsoft Office or similar programs.
- Ability to deal effectively with members including discipline problems.
- Proven ability to organize, budget, plant and implement projects with multiple deadlines.
- Proven conflict resolution skills as well as keen patience and understanding.
- Working knowledge of budget preparation, control, and management.
- Demonstrated ability in working with young people, parents and community leaders.

Physical Requirements / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Disclaimer:

The information presented indicates the general nature and level of work expected of an employee in this classification. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signed by: _____
(Employee Name)

Date: _____
(mm/dd/yyyy)

Approved by: _____
(Supervisor Name)

Date: _____
(mm/dd/yyyy)