



**BOYS & GIRLS CLUBS**  
OF CLEVELAND COUNTY

## POSITION DESCRIPTION

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**TITLE:** Area Club Director

**PERFORMANCE**

**PROFILE SOURCE:** Management Professional

**DEPARTMENT:** Administration/Operations

**REPORTS TO:** Chief Executive Officer, or VP/Assistant Executive Director

**FLSA STATUS:**  Exempt  Non-Exempt

**PRIMARY FUNCTION:**

Directs and manages overall daily operations at units/branches/Clubs with the primary concern for a comprehensive, outcome-driven program and service delivery, supervision and training of staff (direct and indirect reports), facilities management, community relations, and membership administration. Advises and assists Unit/Branch Directors in the areas of volunteer recruitment and management, advisory council development, facility management, personnel issues, budget development, and program development.

Category A: Typically oversees up to 2 Club sites

Category B: Typically oversees 3 to 5 Club sites

Category C: Typically oversees 6 or more Club sites

**KEY ROLES (Essential Job Responsibilities):**

*Leadership*

1. Provide leadership and direction to Club Site Directors in the management of their designated Branches. Attends and participates in Steering Committee meetings and keeps branches advised of issues.
2. Ensure an environment that facilitates achievement of Youth Development Outcomes, with overall responsibility for cleanliness, attractiveness and safety of properties and equipment.

## Area Club Director

### *Strategic Planning*

3. Ensures the development and implementation of a strategic planning process for overall Unit and Branch programs, including the development of annual program objectives.
4. Ensures quality improvement of programs by conducting program evaluations and annual written analysis of member needs and interests. Compiles monthly statistical reports reflecting all activities, attendance and participation.
5. Encourage and support effective board roles and functions, acting as liaison to Club site Boards and keeping them advised of activities and needs of branches. Ensure accountability to the Corporate Board.

### *Resource Development*

6. Manage financial resources, participating in the development of branch annual budgets. Control expenditures against budget, making recommendations for expenditures to purchase supplies and equipment.
7. Ensure administrative and operational systems are in place, overseeing the maintenance and operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
8. Recruit, select, manage and provide career development opportunities for branch staff and volunteers. Conduct and attend regular staff meetings.

### *Partnership Development*

9. Develop collaborative partnerships with public, civic groups and social agencies within the community. Represents the organization and interprets its objectives, standards and programs.

### *Marketing and Public Relations*

10. Develops and maintains public relations, promoting and stimulating membership within the Club. Coordinates all publicity for programs and services within the Club and the community.

## **RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintains contact with Club site Boards. Has contact with members as needed to discipline, advise, and counsel.

**External:** Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

