

# **POSITION DESCRIPTION**

TITLE:	Area Club Director					
PERFORMANCE PROFILE SOURCE:	Management Professional					
DEPARTMENT:	Admi	Administration/Operations				
REPORTS TO:	Chief Executive Officer, or VP/Assistant Executive Director					
FLSA STATUS:	V	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.

<u>Category A:</u> Typically oversees up to 2 Club sites

Category B: Typically oversees 3 to 5 Club sites

<u>Category C:</u> 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

 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.

### **Area Club Director**

#### SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree from an accredited college or university, or equivalent 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, with an additional two years experience at the Branch Director level, or equivalent experience.
- Thorough knowledge of recreation and youth development theory.
- Demonstrated ability in working with Club site Boards.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong communication skills, both verbal and written.
- Ability to recruit, train, supervise, and motivate staff.
- Ability to deal effectively with members discipline problems.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Demonstrated leadership skills.

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

### 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.

Signed by:			
	Incumbent	Date	
Approved by:			
	Supervisor	Date	
Reviewed by:			
	Chief Executive Officer	Date	
Area Club Director	Revision Date: 1.1.2024		3