



**BOYS & GIRLS CLUBS**  
OF CLEVELAND COUNTY

## POSITION DESCRIPTION

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**TITLE:** Unit/Branch Director

**PERFORMANCE**

**PROFILE SOURCE:** Management Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Operations Director, Area Director

**FLSA STATUS:** Hourly Non-Exempt

**PRIMARY FUNCTION:**

Directs and manages overall daily operations of a branch/unit under the control of the organization with the primary concern for a comprehensive, outcome-driven program and service delivery. Also supervises and trains staff (direct and indirect reports), handles personnel issues, manages facility, develops and manages a budget, actively engages and supports a Unit Advisory Council, and manages community relations, volunteers, and membership administration.

Category C: typically manages less than 10 staff (direct and indirect) or a budget less than \$200,000

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

*Leadership*

1. Establish Unit or Branch programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
2. Ensure a healthy, safe environment, with well-maintained facilities, equipment and supplies.

## **Unit/Branch Director**

### *Strategic Planning*

3. Plan, develop, implement and evaluate Unit or Branch 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.

### *Resource Management*

4. Manage Unit or Branch financial resources, assisting in the development of annual budgets. Control expenditures against budget.
5. Ensure administrative and operational systems are in place to maintain the operation of the Club's physical properties and equipment, including use of facilities by outside groups. Ensure compliance with organization policies.
6. Recruit, manage and provide career development opportunities for branch staff and volunteers. Conduct regular staff meetings.

### *Partnership Development*

7. Develop partnerships with parents, community leaders and organizations.

### *Marketing and Public Relations*

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

## **ADDITIONAL RESPONSIBILITIES:**

1. Purchase or approve purchase of supplies and equipment.
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. Assume other duties as assigned.

## **RELATIONSHIPS:**

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

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

## Unit/Branch Director

### SKILLS/KNOWLEDGE REQUIRED:

- Four-year degree from an accredited college or university, or equivalent experience
- A minimum of five years work experience in a Boys & 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
- Working knowledge of budget preparation, control and management
- Skilled at fundraising events
- Demonstrated ability in working with young people, parents and community leaders.

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. **Sedentary Work:**
  - a. Ability to sit for extended periods at a desk or workstation.
  - b. Ability to use a computer, keyboard, and mouse for extended periods.
2. **Vision Requirements:**
  - a. Ability to read documents, spreadsheets, and emails on a computer screen and in printed form.
  - b. Close vision for detailed work.
3. **Hearing Requirements:**
  - a. Ability to hear and communicate effectively in a typical office environment, including phone calls, virtual meetings, and in-person interactions.
4. **Manual Dexterity:**
  - a. Ability to use hands and fingers for typing, operating office equipment (printers, fax machines, etc.), and other tasks that require fine motor skills.
5. **Repetitive Motion:**
  - a. Frequent use of the hands and wrists for typing and using a mouse or other office tools.
6. **Mobility Requirements:**
  - a. Ability to navigate and travel to meeting locations outside the office to interact with community partners and stakeholders, fill in for program staff as needed.
  - b. Ability to move around the office for meetings, document retrieval, or other purposes.
  - c. Occasional lifting of office supplies, files, and materials up to 20-30 pounds.
7. **Flexibility:**
  - a. Ability to work in a variety of environments both inside and outside the office (e.g., sitting at a desk, attending meetings, collaborating with colleagues).
8. **Stamina:**
  - a. Ability to maintain focus and productivity for extended hours, often in a fast-paced, multitasking environment.

*Employees must be able to perform the essential functions of this position satisfactorily. The requirements listed are representative of the duties, knowledge, skills, and/or abilities required. Reasonable*

**Unit/Branch Director**

*accommodations may be requested by employees with disabilities, to enable them to perform the essential functions. The Boys & Girls Club of Cleveland County is committed to engaging in an interactive dialogue with employees relating to reasonable accommodations.*

**Signed by:** \_\_\_\_\_  
**Incumbent** **Date**

**Approved by:** \_\_\_\_\_  
**Supervisor** **Date**

**Reviewed by:** \_\_\_\_\_  
**Chief Executive Officer** **Date**