



TITLE: Rochester Unit Director
DEPARTMENT: Program
REPORTS TO: Chief Executive Officer
FLSA STATUS: Exempt

Boys & Girls Club of Rochester is committed to advancing equity in its work. ***We invite applications from underrepresented and historically marginalized groups. People of all races, ethnicities, sexualities, identities and abilities are encouraged to apply.***

JOB SUMMARY:

Directs and manages program operations of the Rochester Club and outreach sites 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 a budget, develops community partnerships, engages volunteers, and manages membership administration.

KEY ROLES (Essential Job Responsibilities):

Leadership

- Establish Unit programs, activities and services that prepare youth for success, respond to member needs, and address their gender and cultural diversity.
- Ensure a healthy and safe environment – physically, mentally, and emotionally.
- Plan and implement a staff training program.
- Ensure that site staff understand and effectively communicate standards of program.
- Exercise authority in relation to members and staff, utilizing guidance and discipline plan.
- Provide leadership for staff through open communication, regular staff meetings and daily actions.
- Plan, develop, implement and evaluate overall Unit programs, services and activities to ensure they meet stated objectives and member needs and interests.
- Align program staff to organizational goals and direction.

Administrative Oversight

- Maintain accurate records and compile reports reflecting activities, attendance and participation.
- Ensure the evaluation of Club programs on a continual basis, including tracking outcome metrics.
- Manage department financial resources and assist in the development of annual budgets.
- 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. Ensure compliance with organization policies.
- Recruit, manage and provide career development opportunities for staff and volunteers.

Partnership Development

- Develop partnerships with parents, community leaders, youth serving organizations, and other partner agencies.

Marketing and Public Relations

- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
- Ensure appropriate materials are developed and distributed to highlight Club programs.

Supervision

- Recruit, train and manage fulltime and part-time staff; provide ongoing feedback; and identify and support development opportunities. Ensure a productive work environment.
- Work as a team member, contribute to team meetings.
- Manage your own time and resources; continuously develop your own knowledge and skills.
- Support training of program staff and volunteers that facilitate Youth Development Outcomes.

ADDITIONAL RESPONSIBILITIES:

- Purchase or approve purchase of supplies and equipment.
- Work with staff on special events to carry out programs in all departments.
- Exercise authority in problems relating to members; utilize guidance and discipline plan.
- Oversee Unit operations; ensure completion of required unit and interagency reports (monthly reports, payroll, grant summaries, etc.) in a timely manner.
- May be required to drive Club van periodically.
- Assume other duties as assigned.

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.
- An equity mindset
- Demonstrated ability in personnel supervision 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.
- Demonstrated ability in working with young people, parents and community leaders.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

High energy level, comfortable performing multi-faceted tasks in conjunction with the day-to-day activities. Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature and flexible. Good reasoning abilities and sound judgment. Excellent oral and written communication skills.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.