



BOYS & GIRLS CLUB OF MANKATO

TITLE: Unit Director
PERFORMANCE
PROFILE SOURCE: Management Professional
DEPARTMENT: Program
REPORTS TO: Director of Operations

Exempt Non-Exempt

PRIMARY FUNCTION:

To provide strong leadership to a team of professionals, drive results, innovate and implement organizational goals. Manages overall daily operations of the BGCR Club and outreach sites; with the primary concern for programs and service delivery, supervision and training of staff, community relations and membership administration.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Establish Unit programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of Youth Development Outcomes.
2. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
3. Exercise authority in relation to members and staff, utilizing guidance and discipline plan.
4. Provide exemplary leadership for staff through open communication, regular staff meetings and daily actions.

Strategic Planning

1. Plan, develop, implement and evaluate overall Unit programs, services and activities to ensure they meet stated objectives and member needs and interests.
2. Align program staff to organizational goals and direction.

Outcome Management

1. Maintain accurate records for reporting Club data.
2. Compile regular reports reflecting all activities, attendance and participation.

Resource Management

1. Manage monthly Unit financial resources in addition to assisting in the development of annual budgets.
2. Control expenditures against budget.
3. 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.
4. Recruit, manage and provide career development opportunities for staff and volunteers.

Partnership Development

1. Develop partnerships with parents, community leaders and organizations.
2. Maintain oversight of program initiatives, including The Place.

Marketing and Public Relations

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

Supervision

1. Recruit, train and manage fulltime and part-time staff; provide ongoing feedback; and identify and support development opportunities. Ensure a productive work environment.
2. Work as a team member; contribute to team meetings.
3. Manage your own time and resources; continuously develop your own knowledge and skills.
4. 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.

Unit Director

- Assume other duties as assigned.

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. Has regular 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.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of a 2-year associates degree; preferred candidates have a 4-year degree from an accredited university.
- A minimum of three 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 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.