



## **POSITION POSTING**

### **Unit Director**

Boys & Girls Club of Rochester is searching for a Unit Director for our flagship site. Ideal candidate will be a proven leader with the ability to drive results.

#### **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. Under the supervision of the Director of Operations, the Unit Director is responsible for:

- Provide exemplary leadership for staff through open communication, regular staff meetings and daily actions.
- Establish Unit programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of Youth Development Outcomes.
- 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.
- Ensure administrative, human and financial resources are effectively utilized to maintain the operation of the physical properties and equipment of the Club.
- Recruit, manage and provide career development opportunities for staff and volunteers.
- Ensure a productive work environment by providing ongoing feedback, identifying development opportunities and setting expectations for team of staff.
- Develop partnerships with parents, community leaders and organizations.
- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

#### **Essential Skills:**

- Proven, effective leader in the field of youth development.
- Strong staff leadership skills.
- Thorough knowledge of youth development standards and concepts.
- Exceptional interpersonal skills in addition to strong verbal and written communication abilities.
- Ability to multi task and develop solutions to problems with limited supervision.

- Ability to establish and maintain effective working relations with Club staff, community groups and other related agencies.
- Demonstrated ability to organize direct and coordinate operations; personnel; facilities management; and fiscal management.

This is a full-time, exempt, benefited position; graduate of a four year college or university preferred; must have a minimum of five years experience in youth services management and community relations.

Submit cover letter and resume to:

Boys & Girls Club of Rochester

Attn: Dean Kinnoin

1026 East Center Street

Rochester, MN 55904

[dkinnoin@bgclubroch.org](mailto:dkinnoin@bgclubroch.org)