

Date posted: February 17, 2026

Pay: \$27.00 - \$30.00 per hour

Job description:

POSITION: Area Director

STATUS: Non-Exempt

SALARY: \$27-\$30hr.

HOURS: Full Time

SUPERVISOR: Executive Director

JOB SUMMARY: Directs and manages overall daily operations at units 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 Directors in the areas of volunteer recruitment and management, facility management, personnel issues, budget development, and program development.

MAJOR AREAS OF RESPONSIBILITY:

- Leads the development and implementation of organizational program goals in relation to need and available resources.
- Oversees Needs & Interests Survey at least annually at all Club sites;
- Oversees Annual Report annually;
- Oversees Safety Assessments;
- Oversees NYOI survey;
- Ensures all site and program grant requirements are met;
- Audits programs monthly and annually;
- Ensures that all Unit/Site Directors are adhering to fiscal policies and budgets.
- Actively participates in development and evaluation of Personnel Policies;
- Recommends safe and effective staffing objectives for the Club;
- Plans, organizes and coordinates overall staff development;
- Supervises and conducts annual performance evaluations for direct reports;
- Schedules and conducts regular staff and management meetings;
- Maintains close supervision of Unit Directors and Program Management staff to provide technical assistance in matters of programming and behavior management, safety and crisis management, operations and personnel management;

- Evaluates all project and grant programs in relation to annual goals and objectives;
- Ensures that all sites comply with BGCA charter requirements;
- Helps with strategic planning efforts as they relate to programmatic direction and expansion efforts.
- Ensures that all Unit/Site Directors are adhering to policies and procedures;
- Works with the Executive Director to develop and maintain Facilities Manual;
- Ensures that all facilities, equipment and vehicles are safe, well-maintained and attractive.
- Represents the Club in the community;
- Develops and maintains contact with external community groups, schools and others.
- Perform other duties as assigned by the Executive Director.

REQUIREMENTS

- First Aid & CPR certified;
- Must be approved as a driver by our Club auto insurance provider;
- 4-year college degree in Recreation, Child Development, Psychology, Social Work or equivalent experience in the field;
- A minimum of 5 years' work experience in non-profit agency operations management and supervision, or an equivalent combination of experience and education;
- Considerable knowledge of the mission, objectives, policies, programs and procedures of Boys & Girls Clubs, and of the basic principles and practices of non-profit organizations;
- Demonstrated ability to organize, direct, inspire and coordinate operations in: personnel supervision, recruitment and retention of key personnel, facilities management, training and staff development;
- Strong communication skills, both verbal and written;
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision;
- Ability to establish and maintain positive and effective working relationships with Club staff, subordinates, Board Members, community groups, and other agencies.

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.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Work Location: In person