



TITLE: Pacific Union Unit Director

REPORTS TO: Area Director

LOCATION: On-site at 3001 Janes Rd, Arcata, CA 95521 with regular travel to Admin HQ in Eureka, occasional travel to other sites, and occasional visits to community partner sites.

FLSA STATUS: Non-Exempt

Ordinary Work Hours: Full-time

SCHEDULE: The position requires availability during school and after-school hours, Monday through Friday, with occasional evenings and weekends as needed.

Wage: \$23-\$25 per hour

General Description: Under the supervision of the Area Director (AD) of Boys & Girls Club of the Redwoods (BGCR) Unit Director is responsible for the overall planning, coordination, and implementation of activities at "the Club", supervising personnel, the care and upkeep of the facility, and community relations. The Unit Director will collaborate closely with Pacific Union School District (PUSD) Administration and Personnel to foster a strong partnership that supports shared goals and enhances the impact of services provided to youth. This includes ensuring that all policies, procedures, and objectives of both organizations are fulfilled and that the Club maintains a positive image in the community.

Responsibilities:

- Overall supervision and organization of BGCR programs based on needs and interests of youth, and consistent with the BGCR and PUSD's philosophy.
- Conduct regular evaluations of programs, reviews plans with program staff, and solicits input from members.
- Recruits, trains, and supervises BGCR staff and regularly provides feedback and leadership to all staff.
- Assists in recruitment, training, and supervision for volunteers.
- Promotes and markets programs and events to members, parents/guardians, and community.
- Fulfills all administrative functions for the Club and provides timely and comprehensive information to the AD and PUSD Administration.
- Assists in preparation of annual budget and maintains oversight for Club budget.
- Assures responsible care and maintenance of facility, including periodic inspection and risk management plan for staff.
- Establishes programs that ensure the health and safety of members, including equipment maintenance instruction for staff and enforcing safety policies.
- Provides guidance to members and maintains respectful communication with all members, staff, parents/guardians, and community.

- Assures that policies are followed, members are treated equally with regards to discipline, and regular recognition is given.
- Assists in overall organizational administrative functions with the DO and PUSD Administration, as needed.
- Adheres to regulations and responsibilities of the Expanded Learning Opportunities Program (ELOP).
- Attends monthly networking meetings regarding ELOP at Humboldt County Office of Education (HCOE).
- Attends meetings with PUSD administration on a regularly scheduled interval
- Additional duties as assigned.

Skills Required:

- Ability to listen, motivate, energize, and maintain positive interactions with staff, community members, and youth.
- Ability to supervise and plan for the development and implementation of program activities in health and physical education, social recreation, education, and personal development, cultural enrichment, citizenship, and leadership development, and outdoor and environmental education.
- Knowledge of financial, operational, and programmatic systems.
- Knowledge of youth issues and assessment of needs or interests.
- Ability to communicate effectively in written and oral forms.
- Must have the means and capacity to run job-related errands.

Experience/Education Required:

- Two years' experience supervising employees in a highly interactive team setting.
- Two years' experience working with youth groups and related issues.
- Current Certification in CPR and First Aid.
- Demonstrated experience in planning, developing, and implementing activities that provide social enrichment and personal development to students.
- Demonstrated experience in community relationship-building.

Ability to:

- Collaborate and work with students, staff, parents/guardians, and volunteers.
- Ability to multitask and maintain an organized schedule and working environment.

Experience/Education Desired:

- Completion of an associate's degree or four years of college with emphasis in psychology, sociology, education, or liberal arts.

Physical Requirements/Work Environment:

The Unit Director role primarily involves extended periods of sitting to complete administrative tasks, with occasional standing and walking required to interact with teens, staff, and visitors. The ability to transition between these tasks is essential for effectively managing the program and maintaining a presence within the facility.

The work environment varies in noise levels, typical of a busy youth center, ranging from quiet during administrative hours to louder during activities and events. Flexibility is crucial, as the role may require adjustments to the schedule, including evening and weekend hours, to meet the needs of the program and its participants.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

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.