BOYS & GIRLS CLUB OF THE REDWOODS

McKinleyville Teen Center Unit Director

General Description: Under supervision of the Area Director, Boys & Girls Club of the Redwoods McKinleyville Teen Center (BGCRMTC) Unit Director is responsible for the overall planning, coordination, an implementation of activities at BGCRMTC, supervising personnel, the care and upkeep of the facility, and community relations. This includes ensuring that all policies and objectives of the organization are fulfilled at the BGCRMTC and that the Club maintains a positive image in the community.

Responsibilities:

- Overall supervision and organization of BGCRMTC programs based on needs and interests of youth, and consistent with the Boys & Girls Club philosophy
- Conducts regular evaluations of programs, reviews plans with Program Staff, and solicits input from members
- Recruits, trains, and supervises BGCRMTC 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 and community
- Participation in the McKinleyville Chamber of Commerce monthly meetings and events
- Fulfills all administrative functions for the Club and provides timely and comprehensive information to the Area Director
- 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, and community.
- Assures that Boys & Girls Club policies are followed, members are treated equally with regards to discipline and regular recognition is given
- Assists in overall organizational administrative functions with the Area Director, as needed
- Additional duties as assigned by the Area Director

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 preferably in nonprofit setting
- 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:

- Completion of four years of college with emphasis in psychology, sociology, education, or liberal arts
- Two years' experience in supervising employees in highly interactive team setting
- Two years' experience working with youth groups and related issues
- Preference for work experience with low-income, disadvantaged children
- Demonstrated experience in planning, developing, and implementing activities that provide social enrichment and personal development
- Demonstrated experience in community relationship-building and promotional marketing

Wage/Benefits:

This position is considered a full-time management position, at will employment and will start at salary range of $21-23 per hour for a maximum of 40 hours a week during the academic school year. Summer hours may vary. The position requires availability Monday through Friday 9:30-7pm and some weekends or nights, with a probationary period of 6 months.

Signed: _____ Date:_____