



BOYS & GIRLS CLUBS OF THE HIGH ROCKIES

Title: Unit Director

Department: Club Management

Reports To: CEO

FLSA Status: Non-Exempt

Type: Full-Time Hourly (Hours vary, approximately 35 - 40 hours per week, some weekends)

Salary Range: Starting rate between \$21.00 and \$25.00 an hour.

To Apply: Please send a resume, cover letter, and three professional references to Jessica Bartak at ceo@bgchr.co. If you have any questions about the position, please reach out via email or call 402-760-1704.

This individual is responsible for oversight, management, and delivery of outcome-driven program operations for Bailey's Platte Canyon Club with the primary concern for programs and service delivery, supervision and training of staff/volunteers, grant and program reporting, community relations, membership administrations, public relations, marketing and network building.

The Boys & Girls Clubs of the High Rockies is a small, rural organization, as such the Unit Director is expected to take an active role in program planning and implementation.

Expectations and responsibilities are as follows:

Plan, implement, supervise and evaluate activities provided within specific program areas, including, Academic Success, Good Character and Leadership, Healthy Lifestyles, the Arts, and Social Recreation. This position works directly with youth and will involve implementing engaging, effective, safe, age-appropriate programs for youth between the ages of 5-18 years old.

Supervision and Administration

1. Ensure that the Club remains in compliance with the rules and regulations for School-aged Child Care Facilities
2. Assist with recruitment, supervision, and evaluation of program staff and volunteers to ensure effective performance.
3. Ensure processes are in place to maintain the operation of the physical properties and equipment of the Club.

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development outcomes:
 - a. promote and stimulate program participation
 - b. register new members and participate in their club orientation process
 - c. provide guidance and role modeling to members
2. Ensure a High Quality Club Experience by practicing the 5 key elements of Positive Youth Development: Safe & Positive Environment, Supportive Relationships, Fun, Opportunities & Expectations, and Recognition
3. Demonstrate leadership to assure conduct, safety, and development of members.

Relationships

1. Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisors.
2. Maintain professional contact with community members, Club parents, and others to assist in resolving situations and report and issues to the Chief Executive Officer (CEO).
3. Develop and maintain partnerships with parents, community leaders, and organizations.
4. Professionally and effectively communicate staff, youth, community, and Club needs to stakeholders.

Management and Administration

1. Evaluate and report on Platte Canyon's programs and progress once a month.
2. Spearhead recruitment, retention, and public outreach efforts for collaborators, volunteers, members, and parents.
3. Track and report on grant-funded programs and events, as needed.
4. Effectively manage a budget of \$50,000 - \$200,000.

Program Development and Implementation

1. Effectively implement and administer programs, services, and activities for Club members and visitors.
2. Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs, and appearance of the branch at all times. Prepare periodic activity reports.
3. Plan and implement other programs and service delivery including but not limited to: special events, Youth of the Year, Keystone Club, Summer Orientation, and Junior Staff.
4. Oversee membership recruitment and retention initiatives to stimulate membership and daily attendance

Minimum Requirements

Must meet **one** of the following qualifications:

1. A four year college degree with a major such as recreation, outdoor education, education with a specialty in art, elementary or early childhood education, or a subject in the human service field
2. Two years of college training and six months (910 hours) of verifiable experience in the care and supervision of four or more children
3. Three years (5460 hours) of verifiable experience and either 1) completed six semester hours from a regionally accredited college or university or 2) 40 clock hours of training in course work applicable to school-age children

Physical Requirements/Work Environment

Some moving and lifting is required. Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

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 or objectives required of employees assigned to this job.