



**BOYS & GIRLS CLUBS**  
OF THE HIGH ROCKIES

## **Assistant Unit Director Job Description**

Title: Assistant Unit Director  
Department: Club Management  
Reports To: Unit Director  
Pay Rate: \$18 - \$20  
Location: Boys & Girls Clubs of the High Rockies Plate Canyon Site

### **Primary Function:**

Assists the Unit Director with the supervision of Boys & Girls Club operations and program delivery Bailey's Platte Canyon Club with the primary concern for medical and safety procedures, front desk administrative operations, and public relations. Maintains the integrity of the Boys & Girls Club of the High Rockies' mission and goals, demonstrating the Club culture and values at all times. Leverages volunteers and other community resources and engages parents to enhance programming. Assists Unit Director with programs and staff scheduling to create a Club Experience that gives all Club Members opportunities, consistent high expectations and recognition every time our Club doors are open.

### **Key Roles:**

- Program development and implementation
- Marketing and public relations
- Ensures compliance and training regarding all topics related to medical, safety, and emergency procedures
- Assists Unit Director in planning
- Oversee all club operations in the absence of the Unit Director

### **Program Development and Implementation**

- Work with club staff to develop and evaluate weekly program schedules
- Provides onboarding for PYD Staff and Jr. Staff in conjunction with the Unit Director
- Plan and oversee club special events for members
- Assist in planning, implementation, and evaluation grant and non-grant related programs

### **Marketing & Public Relations**

- Represents BGCHR positively at social events fundraisers
- Coordinates activities and communicates effectively with local agencies and organizations

## **Front Desk Administrative Operations**

### Membership dues:

- Understands how to invoice, charge, receipt, and report payments to BGCHR
- Ensures systems and processes are up to date and streamlined
- Assists Unit Director in monthly dues processes

### Kid Trax:

- Knowledgeable about information system
- Ensures membership files are up to date and accurate
- Responsible for membership application data entry

### Administrative Duties:

- Knowledgeable about all forms and releases and ensures the front desk area is well stocked with current copies
- Ensures all members have current immunization record/release
- Ensure all allergies from membership applications are identified and correctly recorded in allergy information binder with the appropriate care plan
- Ensure all medication information, medication logs, and care plans are present and up to date in the medication information binder

### **Required Qualification:**

- Must be at least 21 years of age or older
- Ability to motivate and engage youth and manage behavioral challenges with peer mediation
- Ability to effectively communicate with youth, parents, staff, volunteers, and teachers
- Ability to adapt to changes in a highly energetic work environment
- Pass background check
- Physical activity may be required

### **Preferred Qualifications:**

- Must meet one of the following qualifications:
  - Four year college degree in a major such as recreation outdoor education, education with a specialty in art, elementary or early childhood education
  - Two years of college training and 910 hours of paid or volunteer experience, in the care and supervision of four or more children
  - 5460 hours of paid or volunteer experience in the care and supervision of four or more children, **AND** one of the following:
    - Six semester hours in course work from a regionally accredited college or university
    - 40 clock hours of training in course work applicable to school-age children