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## POSITION DESCRIPTION

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**TITLE:** ASSISTANT UNIT DIRECTOR

**DEPARTMENT** Programs

**REPORTS TO:** Central Area Director

**HOURS:** 30-40 hours depending on club hours (summer vs school)

[ ] Exempt [ X ] Non-Exempt

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### **PRIMARY FUNCTION:**

Assists Unit Director to Direct the club-wide operations of a broad range of programs, and assists in teaching those programs. The AUD helps do administrative tasks which are assigned by the Unit Director.

### **KEY ROLES (Essential Job Responsibilities):**

#### *Leadership*

1. Plans and oversees the administration of club-wide programs and activities that support Boys and Girls Club Movements Youth Development Strategy:
  - Establishes objectives consistent with organizational goals and mission.
  - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
  - Ensures that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
  - Oversees provision of guidance services to members to assist them in fulfilling and making appropriate choices in educational, personal, physical, social, emotional, vocational and spiritual needs.
  - Demonstrates leadership to assure conduct, safety and development of members.
2. Assists Unit Director to establish and maintain club-wide program goals and club setting that ensures the health and safety of members. Make certain that club staff understands and effectively communicates standards of program; that they ensure program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.

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3. Work with the Unit Director on evaluation of Club programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.

#### *Resource Management*

4. Assists Unit Director in recruitment of staff and volunteers, ensuring productive and effective performance. Provide ongoing feedback and regular appraisal; identify and support professional development opportunities.
5. Assists Unit Director on proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.

#### *Marketing and Public Relations*

6. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.

### **ADDITIONAL RESPONSIBILITIES:**

1. May oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. May consult with parents concerning member and club site issues.
3. May handle deposits of membership fees.
4. When the Unit Director is off-site, the Assistant Unit Director will assume the supervision in the club, staff and youth.
5. In the absence of the Unit Director refer to the Director of Operations for guidance.
6. Assists with the daily cleaning protocols.
6. Performs other related duties as assigned.

### **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**External:** Maintain contact as needed with external community groups, schools, member's parents and others to assist in resolving problems.

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#### **SKILLS/KNOWLEDGE REQUIRED:**

- A minimum of one year work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Mandatory CPR and First Aid Certifications.
- Valid Driver's License.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to: sit regularly, use hands to finger, handle, and/or feel; talk and hear. The employee must occasionally walk and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. Employee may be required to drive for errands.

#### **DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Please send a cover letter and resume to [julie@greatlakesclubs.org](mailto:julie@greatlakesclubs.org) by 5:00 on Wednesday, June 2, 2021.**