



BOYS & GIRLS CLUBS
OF THE GREAT LAKES BAY REGION

Unit Director: Roles, Responsibilities, and Qualifications

Roles:

The Bay City Unit Director manages overall daily operations of Boys & Girls Club's Great Lakes Bay Region's Bay City unit under the control of the organization with the primary concern for a comprehensive, outcome-driven program and service delivery. The Unit Director supervises and trains staff (direct and indirect reports), handles personnel issues, manages facility, manages a programmatic budget and staff hours, and manages community relations, volunteers, and membership administration in Bay City.

Responsibilities:

Leadership

1. Establish Unit or Branch programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
2. Ensure a healthy, safe environment, with well-maintained facilities, equipment and supplies.

Strategic Planning

1. Plan, develop, implement and evaluate Unit or Branch overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.

Resource Management

1. Manage Unit or Branch financial resources, assisting in the development of annual budgets. Control expenditures against budget.
2. Ensure administrative and operational systems are in place to maintain the operation of the Club's physical properties and equipment, including use of facilities by outside groups. Ensure compliance with organization policies.
3. Recruit, manage and provide career development opportunities for branch staff and volunteers. Conduct regular staff meetings.

Marketing and Public Relations

1. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

Qualifications:

Maintain close contact with organization's unit directors and other staff to provide technical assistance in matters of programming and operations. Implement, supervise and evaluate all programs and activities provided in program areas leading to the priority outcomes of Academic Success, Good Character and Citizenship, and Healthy Lifestyles.

SKILLS/KNOWLEDGE REQUIRED:

- Youth development and/or education programming experience (four-year degree from an accredited college or university preferred)
- A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Strong communication skills, both oral and written
- Ability to recruit, train, supervise and motivate staff
- Ability to deal effectively with members including discipline problems
- Working knowledge of budget and personnel control and management
- Demonstrated ability in working with young people, parents and community leaders.