



**BOYS & GIRLS CLUB
OF GREATER LYNCHBURG**

POSITION DESCRIPTION

TITLE: Club Director (a management professional position)

DEPARTMENT: Programs/Operations

REPORTS TO: Chief Executive Officer

STATUS: Exempt, Full-time

PRIMARY FUNCTION:

Directs/manages overall daily operations of the designated Clubhouse with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations, and membership administration.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Establish Unit or Branch programs, activities, and services that prepare youth for success and that create a club environment that facilitates the achievement of Youth Development Outcomes.
2. Ensure a healthy and safe environment, ensuring facilities, equipment, and supplies are maintained.

Strategic Planning

3. 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 as required reflecting all activities, attendance, and participation.

Resource Management

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

Partnership Development

7. Develop partnerships with parents, community leaders, volunteers, and organizations.

Marketing and Public Relations

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

ADDITIONAL RESPONSIBILITIES:

1. Purchase or request the purchase of supplies and equipment.
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives, and standards, discuss issues, and provide/receive information. Has regular contact with members as needed to discipline, advise, and counsel.

External: Maintains contact with external community groups, schools, members' parents, volunteers, and others to assist in resolving problems and to publicize the Club.

SKILLS/KNOWLEDGE REQUIRED:

- Four-year degree from an accredited college or university and relevant 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 patterns.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Demonstrated ability in working with young people, parents, volunteers, and community leaders.

Physical and Mental Requirements

Physical requirements include sight, hearing, standing for more than four hours each day, other physical requirements needed to complete essential functions of the position, and other duties as assigned.

Necessary mental requirements include concentration and focus on teen outreach and membership objectives.

Additional Responsibilities

Adhere to organizational policies and procedures as described in the Employee Handbook, and EOP.

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.