

ORGANIZATION

Boys & Girls Clubs of Central Iowa (BGCCI)

CATEGORY

Administration and Management

ORGANIZATION SUMMARY

The mission of BGCCI is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

JOB DESCRIPTION

JOB TITLE: Unit Director

LOCATION: Bernie & Berniece Baker Club at Amos Hiatt Middle School
1214 E. 15th St. Des Moines, IA 50316

SALARY: Commensurate with experience and qualifications

JOB TYPE: FTE, Exempt

REPORTS TO: Director of Operations

REVISED: 12/18

OVERALL DUTIES AND RESPONSIBILITIES:

Directs and manages overall daily operations of the Baker Boys & Girls Club site with the primary concern for administration of programs and services, supervision and training of staff, facilities management, community relations, membership development and program outcomes.

DUTIES AND RESPONSIBILITIES (Inclusive, but not limited to):

1. Oversee and evaluate all Club site programs, services, and activities to ensure they support the overall mission of the BGCCI as well as stated objectives and member needs and interests
2. Manage Club financial resources in accordance with established budget and assist in the development of overall annual financial operations
3. Provide human resources support functions for all Club site staff and volunteers including selection, training, management, supervision and career development
4. Utilize personal guidance skills and progressive disciplinary practices as necessary and appropriate with Club members; ensure compliance with all relevant organizational policies and procedures
5. Partner with senior management, Club parents, community partners and other organizations to increase the community visibility and collaboration of Club site programs, services, and activities. Provide a compilation of activities, attendance, and participation as part of regularly scheduled reporting processes
6. Coordinates efforts with staff and volunteers on special events to carry out programs in all departments
7. Provide for the safety and health of all Club members, staff, and outside groups through effective property and equipment management
8. Conduct and attend regularly scheduled staff meetings
9. Performs other duties as assigned

EXPERIENCE AND QUALIFICATIONS REQUIREMENTS:

- Four year degree from an accredited college or university required
- Five years of experience with Boys & Girls Clubs (or similar youth-serving organization), with a strong preference given to Middle School experience
- Effective interpersonal skills (including oral and written communication) in dealing with members, parents, community partners, staff and volunteers
- Experience in providing leadership and overall problem solving including on site intervention and discipline for members
- Strong collaborative capacity to integrate with the leadership team within the Amos Hiatt Middle School community
- Familiarity with budget preparation, financial controls, and effective fiscal and asset management including facility and equipment maintenance
- Three years of experience in human resources development including the recruitment, supervision, and overall management of full and part time staff
- Spanish language skills preferred
- Intermediate computer skills required and familiarity with Microsoft Office
- Familiarity with membership database administration preferred
- Ability to earn mandatory CPR and first aid certification
- Ability to pass all mandatory checks including criminal records and background, valid driver's license and clean driving record (CDL preferred)

KEY AREAS OF FOCUS

RELATIONSHIPS:

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

External: Maintain contact with other Clubs, vendors, consultants, organizations, parents and general public to achieve program goals and objectives, manage costs, share information and resolve problems.

PHYSICAL DEMANDS:

		NEVER 0%	OCCASIONAL 1-32%	FREQUENT 33-66%	CONSTANT 67%+
A.	Standing			X	
B.	Walking			X	
C.	Sitting			X	
D.	Bending/Stooping			X	
E.	Reaching/Pushing/Pulling		X		
F.	Climbing/Stairs		X		
G.	Driving		X		
H.	Lifting (25 lbs)		X		
I.	Carrying (25 feet)		X		

J.	Manual Dexterity Tasks				
	Telephone			X	
	Computer			X	
	Other		X		
	Working Conditions				
	Inside			X	
	Outside			X	
	Extremes of Temperature/Humidity		X		

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Work requires ability to function in both an administrative office and youth program areas. Some lifting and physical activity required.

DISCLAIMER:

All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

HOW TO APPLY:

Interested applicants should submit a resume and cover letter by email to Greg Grant at careers@bgcci.org or mail to the following address:

Greg Grant
 Boys & Girls Clubs of Central Iowa
 1421 Walker St.
 Des Moines, IA 50316