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BOYS & GIRLS CLUBS OF ST. CHARLES COUNTY

Unit Director- Full Time Salary

Boys & Girls Clubs mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. As a powerful testament, an astounding 54% of national Club alumni have expressed that the Club has had a life-altering impact on them. You will be responsible for helping to bring this mission to life in this community by identifying and leading the organization's priorities and strategies around increasing funds raised.

Position Overview:

The Unit Director, reporting to the Director of Club Operations, serves in an important leadership role, directing and managing overall daily operations of a unit under the control of the organization with primary concern for a comprehensive, outcome-driven program and service delivery. The Unit Director supervises and trains unit staff, handles personnel issues, manages facility, oversees a budget, actively engages parents and volunteers, and helps program and membership administration.
This is a full-time, in-person, position based at one of the site-based units (St. Charles or O'Fallon) of Boys & Girls Clubs of St. Charles County. The Unit Director's typical hours would be 11:00 a.m. – 7:00 p.m., Monday-Friday, to accommodate when the site is open for kids (2:30-7pm); however, there is needed flexibility when school is not in session, such as early release days or professional development days, summer camp, staff training days, etc.

Direct Supervisor: Director of Club Operations

Leadership:

- In partnership with the Director of Club Operations and programs team, establish Club site programs, activities and services that prepare youth for success and create a club environment that facilitates achievement of youth outcomes.
- Ensure a healthy, safe environment, ensuring facilities, equipment and supplies are maintained.
- Ensure administrative and operational systems are in place to maintain the physical properties and equipment of the Club, including use of facilities by outside groups.
- Ensure compliance with organization policies.
- Plan weekly staff schedule in collaboration with Unit Coordinator and/or Lead YDP.
- Plan, develop, implement, and evaluate overall Club site programs, services, and activities to ensure they meet stated objectives and member needs and interests.
- Responsible for tracking and reporting monthly outcomes to the programs team with support from Director of Club Operations.
- Compile regular reports reflecting all activities, attendance, and participation.
- Schedule, plan, and execute monthly staff training in conjunction with Director of Club Operations.
- Conduct full range of programs or activities required to prepare, submit, and manage grants each month.
- Serve as main point of contact for member parents/guardians in relation to discipline, challenges, changes, etc.
- Oversee Front Desk responsibilities as needed and support transportation and meal program.

Resource Management:

- Manage Club site financial resources and control expenditures against budget.
- Manage staff hours and payroll.
- Recruit, manage, and provide career development opportunities for Club staff and volunteers.
- Support efforts of the Development office through participation on committees as assigned and to help implement funding efforts if requested.
- *Marketing and Public Relations*
- Develop and maintain partnerships with parents, community leaders and organizations to increase the visibility of programs, services and activities within the Club and the community.
- Support events such as Club member/alumni celebrations, volunteer recruitment, fundraising, and stakeholder opportunities.
- Serve as a brand ambassador for Boys & Girls Clubs of St. Charles County (BGCSTC).

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. Maintain contact with other Club sites. Has regular contact with members as needed to discipline, advise, and counsel.

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

Qualifications:

- A degree from an accredited college or university, or equivalent experience.
- A minimum of three years' work experience in a Boys and Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Demonstrated ability in the recruitment and retention of key personnel, staff and volunteer supervision, and preference given to those with facilities management experience.
- Strong communication skills, both oral and written.
- Ability to recruit, train, supervise, and motivate staff, including managing diverse program areas and diverse staff.
- Ability to deal effectively with members including discipline problems.
- Demonstrated ability in working with young people, parents, and community leaders.
- Ability to transport youth in Club vehicles as needed; requires Class E License.
- Position includes some evening and weekend work.

Salary Range: $50,000-55,000 annual salary
Benefits: Insurance, PTO, sick leave, Retirement

To apply:
Send cover letter, resume, and three (3) references to: adminunit@bgcstc.org with the subject line, "Unit Director."

The information presented indicates the general nature/level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties and responsibilities required of employees assigned to this job.

Don't check off every box? Apply anyway! Studies have shown that women and people of color are less likely to apply for jobs unless they meet every listed qualification. At BGCSTC we are dedicated to building a diverse and inclusive workplace and developing new voices. If you're excited about this role but your experience doesn't align perfectly, we encourage you to apply anyway – you might just be the right candidate.

Boys & Girls Clubs of St. Charles County (BGCSTC) is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws.

To accept this position, please sign below:

_____ _____
(Print Name) Date

_____
Signature

_____ _____
Administration/Hiring Manager Date