



BOYS & GIRLS CLUB

POSITION DESCRIPTION

TITLE: Site Director

REPORTS TO: Executive Director

FLSA STATUS: Exempt Non-Exempt

SALARY RANGE: \$17.00 - \$20.00 per hour

Applications should include resume, cover letter and references to information@bgcfc.org

POSITION SUMMARY:

The Site Director is directly responsible for the overseeing of operations and programming for a Club site within the organization, with primary concern for program development and implementation, staff development, supervision of assigned staff and program volunteers.

QUALIFICATION REQUIREMENTS:

Knowledge:

Demonstrated knowledge of the principles and practices related to:

- Management of Club operations
- Community relations
- Principles of youth development
- Resource development
- Resource management
- Facility and equipment management
- Knowledge of information management systems
- Recruitment, selection, development, management, and evaluation of part-time staff
- Program planning, development, implementation, and evaluation
- Developing and maintaining collaborative partnerships and public relations

Education:

A minimum of a bachelor's degree from an accredited college or university, or equivalent experience is preferred. CPR and First Aid certified (employer provided).

Skills required in the following areas.

- **Communication Skills:** informing, listening, presenting, writing
- **Decision-Making Skills:** analyzing, fact finding, systemic thinking, judgment, problem solving, budgeting
- **Developing Organizational Talent:** staff development, coaching, providing feedback, delegating
- **Leadership Skills:** developing commitment, influencing, empowering, leading by example, managing change, providing recognition, team building
- **Personal Initiative Skills:** organizational awareness, contributing to a positive work environment, proactivity, striving for excellence
- **Planning Skills:** action planning and organizing, monitoring, time management
- **Quality Skills:** satisfying customer requirements, using meaningful measures
- **Relationship Skills:** relationship building, meeting skills, teamwork, conflict management
- **Safety, Health, and Environment Skills:** fostering organizational wellness, supporting a safe environment

Other Requirements

- Undergo criminal background investigation with no charges involving minors

ENVIRONMENTAL AND WORKING CONDITIONS:

- Work time is split between office and Club settings.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Actively participate in programs
- Multi-task projects in conjunction with day-to-day activities
- Communicate clearly

DISCLAIMER:

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