



POSITION DESCRIPTION

CATEGORY: Program

LOCATION: Indianapolis

TYPE: Full-Time

ORGANIZATION: Boys & Girls Clubs of Indianapolis

TITLE: Unit Director

DESCRIPTION: Boys & Girls Clubs of Indianapolis is seeking a competent and passionate individual to lead the Lilly Boys & Girls Club, located in Fountain Square on the southeast side of Indianapolis. The ideal candidate will share our organizational values of youth-driven decision-making, accountability, honesty, transparency, teamwork and diversity, and will be able to express those values through excellent written and verbal communication skills.

The Unit Director: directs/manages overall daily operations of the designated Club with the primary concerns for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration. Typical hours are from 11:00 a.m. – 7:00 p.m. during the School Year, and from 9:00 a.m. – 6:00 p.m. during out of school times.

Qualified candidates will have a Bachelor's Degree in Youth Development, Education, Social Work or a related field, as well as experience in youth work, program development and implementation, grant management and staff management.

Resumes should be submitted to: LeeAnn Harris at lharris@bgcindy.org no later than October 4, 2019