

BOYS & GIRLS CLUBS OF INDIANAPOLIS

POSITION DESCRIPTION

POSITION TITLE: Unit Director

POSITION SUMMARY

Under the supervision of the Director of Club Operations, the Unit Director has responsibility for the overall management of the Club including: program development, implementation and evaluation; staff supervision; volunteer recruitment/management; budget management; grant writing and grant management; facility management; and, establishment of school/community collaborations. Club programs operate from 3:00 - 9:00 p.m. Monday - Friday during the school year, and 9:00 a.m. – 6:00 p.m. Monday – Friday during non-school day. Unit Directors typical hours are 11:00a.m-7:00 p.m. throughout the school year, and 9:00 a.m.-5:00 p.m. during out of school times.

RESPONSIBILITIES include but are not limited to:

- Promote participation in overall club activities and events by establishing positive relationships with youth, parents and community members.
- Provide supervision for the overall club program, including: the planning, implementation and evaluation of programs in 5 core program areas which address age- and gender-specific needs and interests.
- Ensure implementation of the Youth Development Strategy by qualified professional staff members.
- Establish and maintain effective staff recruitment, hiring, and staff training and development practices.
- Ensure proper maintenance and operation of the physical building, equipment, and surrounding grounds.
- Ensure that the assigned unit carries out the policies, procedures and objectives of the organization.
- Maintain and submit accurate records of program schedules, attendance, and outcome measurement.
- Manage the overall Club budget. Maintain accurate financial records, and submit deposit and expenditure receipts in a timely manner.
- Work closely with the Resource Development department to identify and submit grant proposals to financially support Club programs.
- Create opportunities for collaboration with parents, local schools, and other community service organizations.
- Establish and/or maintain an active Unit Advisory Board comprised of local business representatives, Club alumni, parents, and community members, and designed to create financial and programmatic support to the organization.

DESIRABLE QUALIFICATIONS

- Bachelors Degree from an four year accredited college or university in a field related to management, youth guidance, education and/or social science. Masters degree preferred.
- Special understanding of the needs and interests of youth in the areas of education and career development, character & leadership development, health and life skills, the arts, sports, fitness and recreation working with inner city youth.
- At least two years experience working with a Boys & Girls Club.
- Demonstrate experience in planning, organizing, implementing, and evaluating of youth programs.
- Demonstrated experience in team building, staff training, staff job development skills.
- Demonstrated experience working with advisory board and strong community relations.

Starting Salary Range - \$38,000-\$40,000

Send Resume to: LeeAnn Harris, Boys & Girls Clubs of Indianapolis, 3909 North Meridian Street 46208
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SUBMISSION DEADLINE : July 20, 2018