

SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

P.O. Box 5006 Southampton, New York 11969-5006

Phone (631) 283-6143 Fax (631) 283-0751

Email: LizaCoppola@shinnecock.org



*The oldest self-governing
Tribe of Indians in the United States*

Job Title: BGC Assistant Director/Unit Director

Reports To: BGC of Shinnecock Nation Director/CEO

Status: Full Time, Exempt

Department: Boys & Girls Club of Shinnecock Nation

Salary: \$50,000 Annually

Application Deadline: May 29, 2025

Summary: The Assistant Director/Unit Director manages all daily operations at the Boys & Girls Club of Shinnecock Nation Unit with primary concern for a comprehensive, outcome-driven program and service delivery. Supervises and trains staff, handles personnel issues, manages facility, volunteers, and membership administration. Main responsibilities include providing leadership to improve outcomes for Shinnecock youth through collaboration, integration, and infrastructure development, ongoing communication, technical assistance, guidance, scheduling and oversight of activities.

Essential Duties and Responsibilities

Leadership

1. Develop, manage, and direct all operations at the Boys & Girls Club of Shinnecock Nation Unit.
2. Assists with establishing programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
3. Ensures a healthy, safe environment, with well-maintained facilities, equipment, and supplies.

Strategic Planning

4. Assists in planning, developing, implementing, and evaluating overall programs, services and activities to ensure they meet stated objectives and youth needs and interests. Compiles regular reports reflecting all activities, attendance, and participation.
5. Assists in identifying needs, forecasting resources and personnel requirements.
6. Assists in planning, developing and implementing project-related activities to address unmet

youth health needs.

7. Assists in developing program strategies and protocols.

Resource Management

8. Assists with all Boys & Girls Club of Shinnecock Nation reporting.
9. Ensures administrative and operational systems are in place to maintain the operation of the Club's physical properties and equipment, including use of facilities by outside groups. Ensures compliance with organization policies.
10. Assists with conducting regular staff meetings.
11. public and private health services to reduce duplication of services, strengthen existing services and address the unmet needs of the community for youth wellness.
12. Designs and directs surveys for determining problems and unmet health needs and to assess project progress and outcomes. Study survey findings, analyze information and makes recommendations.

Partnership Development

13. Develop and retain partnerships with parents, community leaders, and organizations.

Marketing and Public Relations

14. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

ADDITIONAL RESPONSIBILITIES:

1. Purchase or approve purchase of supplies and equipment.
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Director/CEO and Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintain regular contact with youth as needed to discipline, advise, and counsel.

External: Maintain contact with external community groups, schools, members' parents and

others to assist in resolving problems and to publicize Club.

SKILLS, KNOWLEDGE AND ABILITIES:

- Bachelor's degree from an accredited college or university in Behavioral/Social Science or related field, OR
- MA or Ph.D. degree in Behavioral/Social Science or related field
- Plus, two (2) years of experience working in a mental health, public health or substance abuse system as a manager, OR
- A minimum of three years' work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience
- Demonstrates ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Strong communication skills, both oral and written
- Ability to recruit, train, supervise and motivate staff
- Experience in developing policies and procedures
- Ability to facilitate diverse groups on working towards grant goals within timelines
- Project management skills.
- Ability to deal effectively with members including disciplinary problems
- Working knowledge of budget preparation, control, and management
- Skilled at fundraising events
- Demonstrates ability in working with young people, parents, and community leaders.
- Understands the barriers to learning and the roles, developmental levels, age, cultures, race, sexual identity play and how their job functions relate to working with these domains
- Knowledge of how mental health issues, substance abuse problems, and trauma affect children

Language Ability: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Word Processing software; Microsoft Excel spreadsheet software; Internet software and Contact Management systems.

Certificates and Licenses: Must possess a valid driver's license and clean driving record.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but can be loud.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 30 pounds. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk and sit.

Additional Requirements: All new employees of the Boys & Girls Club of Shinnecock Nation must submit to and pass a comprehensive background check, drug screening, and be fingerprinted.

SUBMIT RESUME TO: LizaCoppola@shinnecock.org, or call the Human Resources office at 631-283-6143 x141