



POSITION DESCRIPTION

TITLE: Area Director

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Program

REPORTS TO: Assistant Director of Operations
Exempt

PRIMARY FUNCTION:

Manages overall daily operations of more than one designated before/afterschool and summer programs. Primary focus will be on management of program staff and volunteers. Additional duties include: building and maintaining collaborative relationships with school district personnel, Club families and membership administration. Advise and assist site staff in the areas of volunteers, personnel management and programs.

KEY ROLES (Essential Job Responsibilities)

Program Development

- Lead after-school and summer programs that achieve goals outlined in the Boys & Girls Clubs of America (BGCA) Formula for Impact.
- Provide leadership and coaching to group leaders in the management of their designated groups. Attends and participates in staff meetings and keeps sites advised of issues.
- Ensure an environment that facilitates achievement of Youth Development Outcomes, with overall responsibility for cleanliness, attractiveness and safety of properties and equipment
- Ensures quality improvement of programs by conducting program evaluations and annual written analysis of member needs and interests.
- Communicate effectively with parents and guardians.
- Ensure that all grant funded programs and positions are meeting expectations.
- Ensure effective implementation of recruiting, hiring, training, scheduling, coordinating, and maintaining of staff.

Administrative Responsibilities

- Ensures the development and implementation of a planning process for overall sites programs, including the development of annual program objectives.

- Compiles monthly statistical reports reflecting all activities, attendance and participation.
- Encourage and support effective organization roles and functions for program staff (acting as liaison to sites and keeping them advised of activities and needs) and administrative staff (grant report information; financial and budget documentation; media and community appearances). Hold staff accountable for organizational communications needs, as well.
- Orders supplies and materials for the purpose of ensuring availability of required items.
- Prepares reports and written documentation (e.g. activity reports; attendance and participation logs; parent surveys; outcome evaluations; registration materials; inventory, etc.) for the purpose of evaluating the impact of the program.
- Monitors budgets of assigned sites and related financial activity for the purpose of ensuring that allocations are accurate; expenses and revenues are within budget; program fees are collected according to policy; and fiscal policies are followed.

Community Collaboration

- Collaborates with others (e.g. district personnel, parents, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Develop collaborative partnerships with public, civic groups and social agencies to foster community initiatives and possible fundraising opportunities. Represents the organization and interprets its objectives, standards and programs.
- Strengthen and maintain positive relationship with school principals and staff.

ADDITIONAL RESPONSIBILITIES

- Assists other administrative and program personnel as may be required for the purpose of supporting them in the completion of the organizations work activities.
- Other duties as assigned.

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. Has 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.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree required in related field
- A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, with an additional two years experience at the director level, or equivalent experience.
- Thorough knowledge of recreation and youth development theory.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong communication skills, both verbal and written. Be able to tell the story of the Club in external and small group settings.
- Ability to recruit, train, supervise, and motivate staff.

- Ability to deal effectively with members' discipline problems.
- Working knowledge of budget control, and management.
- Demonstrated leadership skills.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- *Driver's license*
- *Ability to lift 50 lbs*

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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.