

# GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS**  
OF WHATCOM COUNTY

---

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Club Director</b>
<b>DEPARTMENT:</b>	<b>Programs</b>
<b>REPORTS TO:</b>	<b>Director of Clubhouse Programs</b>
<b>STATUS:</b>	<b>Full-time exempt</b>

---

## POSITION DESCRIPTION

This position is responsible for managing the delivery of a broad range of youth development programs, which increase participation in an outcome-driven Club experience. The Club Director is responsible for overseeing the daily program to ensure quality targeted programming and priority outcomes. This includes accountability for member recruitment/enrollment and program management, supervision and training of program staff, family involvement, school relationships and assuring that members are provided with programming that promotes physical activity, pro-social engagement, community service, career and academic development as well as healthy lifestyles. The Club Directors are expected to share best practices and collaborate effectively with their peers across the organization and in the community. They have a role in organizational program operations, leading and supporting county-wide efforts to increase our effectiveness and engagement with young people in our region.

## KEY RESPONSIBILITIES

- Accountable for the development and supervision of program staff, including the enforcement of operational policies and procedures and performance management
- Accountable for the Club Environment and Safety of all Club activities and programming
- Accountable for day to day program plans and measurable outcomes
- Accountable for the behavior management of members including the development of behavior plans & contracts with parents to address issues
- Responsible for meeting ADA goals through recruitment and retention of members
- Accountable for facility cleanliness, minor repairs and organization of program spaces
- Responsible for the collection of member data and program statistics
- Build and maintain partnerships with families and schools
- Approach challenges and collaborative efforts with a strengths-based and positive attitude
- Accountable for managing volunteers to enhance clubhouse programs
- Attend (and at times, leads and assist) management, program and site meetings and other meetings and trainings as requested
- Responsible for membership transactions, deposits and adherence to financial policies & systems

- Responsible for operating assigned site within established budget
- Assists with training and on-boarding of part-time staff
- Responsible for assisting in community development and awareness by identifying and executing opportunities for Club members to be seen in public (ex. parades, programs, etc.)
- Responsible for assisting with community fundraiser(s) by providing supervision and direction when a youth component is involved
- Responsible for continuous improvement through the use of PQA
- Participate in special programs or events as directed by Chief Operating Officer and/ or Director of Clubhouse Programs

### **CORE PERFORMANCE CATEGORIES**

- Program planning and evaluation
- Staff supervision and development

### **ADDITIONAL RESPONSIBILITIES**

- Handle other duties and responsibilities as deemed necessary or important as assigned by the Chief Executive Officer or Chief Operating Officer
- Attend fundraisers and events

### **RELATIONSHIPS**

**Internal:** Maintain close, daily contact with Club staff, other BGCWC or BGCA program staff and Club members.

Communicate daily to receive/provide information, discuss issues, explain or interpret guidelines/instructions. Collaborate with other Clubs and to leverage strengths and create consistency in quality programming throughout BGCWC.

**External:** Maintain contact with external community groups, schools, members' parents/guardians and others as necessary to be successful in position and as directed by Director of Clubhouse Programs.

### **SKILLS/KNOWLEDGE REQUIRED**

- Four year degree in related field from an accredited college/ university or combination secondary education and experience
- Three years management experience, 5+ years preferred
- Satisfactory Motor Vehicle Record as determined by BGCWC. Must be 21 years old or older to drive Club owned and operated vehicles, when applicable
- Knowledge and/or experience working with a non-profit youth development agency, Boys & Girls Club experience preferred
- Proficient skill with Microsoft Office Suite
- Good organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality
- Expertise in youth development principles, ability to motivate youth in a positive way
- Proven ability to manage large groups of children
- Strong analytical and problem solving skills
- Experience training and supervising staff / volunteers
- Excellent verbal and written communication skills
- Must be able to pass background, drug and driving record checks

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push,

pull, lift and or carry up to 50 pounds.

### **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; duties are normally performed at the Boys & Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

### **DISCLAIMER**

The job description in no way states or implies these are the only duties to be performed by the Club Director. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Operating Officer. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.

**To apply:** Send cover letter, resume and 3 references to Dena Kindred at [dkindred@whatcomclubs.org](mailto:dkindred@whatcomclubs.org)