



POSITION DESCRIPTION

Position:	Area Director
Location:	Administrative Office
Manager:	VP of Youth IMPACT

GENERAL FUNCTION

Under the limited supervision of the Vice President of Youth IMPACT, this position leads and is directly accountable for the operations & resource development of assigned Clubs. Incumbent is a member of the organization's Senior Program Leadership Team.

RESPONSIBILITIES

LEADERSHIP - Provide effective Leadership and Direction to Staff and Club Members. Sit as member of Senior Program Leadership Team sharing accountability for success with other Area Directors.

PROGRAM -- Design, develop and oversee implementation of all Club programs. Provide academic & enrichment services on site in all core program areas, both those designed by Boys & Girls Clubs of America and developed locally. Core Areas include Health & Life Skills; Character & Leadership; Sports, Fitness & Recreation; The Arts and Academic Success. Coordinate Club-wide program design and delivery using a quarterly rotation. Maintain consistent and coordinated program at all sites. Provide direct service in absence of program director or when there is a shortage of program Coordinators. Ensure program initiatives continually advance the impact on Club youth.

HUMAN RESOURCES -- Hire, train, supervise, & evaluate all related Directors and program staff. Maintain a supportive, energetic and effective team of middle managers and program support staff.

PLANNING -- Using our IMPACT model, develop annual program plan with tangible, measured goals. Adapt Club programs to meet community needs on a continual basis. Participate in organization-wide planning efforts as a member of the Strategic Planning Committee.

REPORTING & EVALUATION -- Ensure all reporting requirements are met on deadline for each Club location. Report findings to Vice President of Youth IMPACT on an on-going basis. Manage appropriate sections of Club's annual report to Boys & Girls Clubs of America and other program-related reporting. Use IMPACT Assessment annually to evaluate Clubs, set and monitor goals.

FINANCE -- Participate in budgeting process and oversee all supply expenditures. Responsible for meeting income goals relating to membership and fees.

FACILITY -- Ensure that sites are clean, safe and attractive and have appropriate documented plans & process in place.

MARKETING -- Market Club programs to all potential members and their parents through recruiting events, flyers, and newsletters on a continual basis.

COMMUNITY RELATIONS -- Develop high awareness of Club programs in the community including school principals and teachers, provider committees, and parent associations. Act as primary community liaison with regard to Club services. Maintain excellent relations with primary Club partners.

SAFETY OFFICER -- Develop and oversee Club safety program, ensuring Club environment is safe for members, staff and volunteers.

REGISTRATION - Oversee registration process for all programs. Ensure assigned Clubs meet all attendance goals and that membership guidelines are followed, including that all youth carry their card daily.

Other Duties

- As assigned

SKILLS, EXPERIENCE & TRAINING:

- Person will be of flawless integrity & will fully embody our organizational Core Values.
- Four-year degree in related field from an accredited college or university, Masters preferred.
- A minimum of three years management experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people
- Strong communication skills both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Computer skills: Microsoft Office.
- Demonstrated organizational, staff and project management abilities
- Mandatory CPR and First Aid Certifications & TB clearance
- Valid State Drivers License
- Proof of Auto Insurance

I have read and agree to all of the above.

Name

Date

Updated January 6, 2015