

Job Title: **Boys & Girls Club Director**

Classification: **Exempt-Executive**

Department: Boys & Girls Club



Division:

Supervisor: City Manager

Effective: 04/03/2017

---

## **I. JOB SUMMARY**

Responsible for overseeing the delivery of all program areas within the Club. Plans, develops, and manages program implementation. Supervises program staff and performs other related administrative duties. Serves as a liaison between parents, schools, community groups and Club members. Ensures that a myriad of pro-social and youth development opportunities are available to all Club members. This position serves as a liaison between the Youth Advisory Board and the City of Mission.

## **II. EDUCATION REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution with major coursework in Youth Development, Parks and Recreation, or related field, preferred.
- Three (3) years' experience in managing programs or operations in a Boys and Girls Club or related youth program; or an equivalent combination of education and experience preferred.
- Five (5) years of supervisory, management, and/or administrative experience preferred.

## **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a pre-employment screening which includes a drug, physical, and pre-placement screening.
- Applicant must have a current valid class "C" driver's license issued by the Texas Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

## **IV. SKILL ABILITY REQUIREMENT**

- Thorough knowledge of the mission, objectives, policies, programs and procedures of Boys and Girls Club; the principles and practices of managing a non-profit organization; and resource development activities and sources of funding.
- Must have knowledge and experience Microsoft Word, Windows OS, Excel, Power Point, Internet, and E-mail.
- Must be able to communicate proficiently in the English and Spanish languages.
- Strong communication and interpersonal skills.
- Knowledge of grant writing process and compliance procedures.



- Ability to deal with a diverse population of youth ages 5 – 15 and cultivate positive relationships.
- Ability to utilize principles of supervision, organization, and administration.
- Ability to deliver public presentations as needed.
- Ability to utilize knowledge of standard resources, materials, practices, and facilities used in the development and administration of a comprehensive recreation, and public buildings maintenance program.
- Ability to establish and maintain effective working relationships with the City Council, Youth Advisory Board, staff, community groups, and other related agencies.
- Ability to plan and implement effective operations for the program.
- Leadership skills, including negotiation, problem solving, decision making.
- Basic knowledge of asset management including financial resources and property.
- Ability to maintain knowledge of current literature, trends, and developments in the areas of recreation administration.
- Ability to establish and maintain effective working relationships with subordinates, public officials, community leaders, and professional groups.
- Ability to read and interpret documents such as safety rules and city policy and procedures.
- Mandatory CPR and First Aid Certification.

## **V. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- City vehicle
- Copy machine, Fax machine
- Computer Software
- Personal Computer, keyboard, printer, mouse, scanner
- Diskettes and CD's
- Personnel Policy Manual
- Pens, pencils, highlighters, stapler, ruler
- Telephone, cell phone

## **VI. ESSENTIAL JOB FUNCTIONS**

### *Leadership*

- Ensure the effective operation and delivery of programs within the Club and community:
  - Support the organization's mission and principles
  - Maintain an environment that facilitates the achievement of youth development outcomes.



- Implement programs, services and activities that support youth development outcomes.
- Establish and monitor adherence to policies and procedures.
- Arbitrate disputes and enforce Club rules.
- Facilitate all Club program staff meetings.
- Establish collaborative relationships, conducts staff training and evaluations, and provides staff development.

*Strategic Planning*

- Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
- Identify and evaluate opportunities for improvement and implement plans for improvements.

*Youth Advisory Board Development*

- Ensure active participation by board members and support effective board rules and functioning. Ensure Board committees are provided with the information and support necessary to fulfill their objectives.

*Resource Development*

- Ensure the annual budget is funded and organization has adequate cash flow.
- Develop strategic plans to generate revenues through a variety of fund raising techniques. Identify, cultivate and solicit donors. Oversee planning and implementation of special events.
- Provide guidance to staff and volunteers performing resource development functions.

*Resource Management*

- Develop, implement and monitor the Club's annual Budget.
- Implement administrative and operational systems to support effective operations.
- Ensure productive and effective staff performance, providing guidance, feedback and opportunities for professional development.

*Technology*

- Develop and implement plans for updating existing technology and resources:
  - Ensure the acquisition and allocation of funds for implementing and updating existing technology and resources;
  - Ensure the maintenance of Club technology and information management systems.

*Partnership Development*

- Develop strategic alliances with community leaders and local officials. Develop collaborative partnership with other youth servicing organizations, members, parents, families, funders, and community organization.



*Marketing and Public Relations*

- Increase visibility of Club programs, services and activities and maintain good public relations.
- Attend City Council meetings and staff meetings.
- Assist with and attend community/special functions coordinated throughout the City.
- Assist other departments within organization with organizing special events as requested by supervisor.

**VII. NON-ESSENTIAL JOB FUNCTIONS**

- Undertake assignments/projects assigned by city manager or designee.
- Attend ribbon cuttings when requested.

**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Outdoor weather conditions			X	
Fumes or airborne particles			X	
Toxic or caustic chemicals				
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

**IX. MANUAL DEXTERITY**

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is utilized to grip a series of files and reposition a keyboard to different computer stations and transport binders, books, storage boxes, and chairs. Fine finger dexterity is required to hand write notes, fill out forms, type reports, letters, memos, input data in computer, and document information needed for day to day tasks.



**X. PHYSICAL AND DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>F</b>	Keyboard, cell phone, stapler, paper documents, office supplies
	6-10 lbs	<b>O</b>	Office equipment, computer keyboard, monitor, safety equipment.
	11-20 lbs	<b>O</b>	Office equipment, CPU unit monitor, chalkboard & storage boxes
	21-25 lbs	<b>O</b>	Equipment for for concession tables.
	26-50 lbs	<b>O</b>	Equipment for for concession tables.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>F</b>	Paper documents up to 50'
	6-10 lbs	<b>O</b>	Keyboard, cell phone, stapler, paper documents, office supplies up to 50'.
	11-20 lbs	<b>O</b>	Office equipment, computer keyboard, monitor, safety equipment up to 50'.
	21-25 lbs	<b>O</b>	Office equipment, CPU unit monitor, chalkboard & storage boxes up to 50'.
	26-50 lbs	<b>O</b>	Equipment for for concession tables up to 50'.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>F</b>	Cabinet drawers.
	6-10 lbs	<b>O</b>	Cabinet drawers, boxes containing paper products.
	11-20 lbs	<b>O</b>	Cabinet drawers, boxes containing paper products.
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>O</b>	Dolly, file boxes and janitorial supplies.
	51-75 lbs	<b>O</b>	Dolly, file boxes and janitorial supplies.
	76-100 lbs	<b>O</b>	Dolly, delivering items such as chemical and building materials.
	Over 100 lbs	<b>N</b>	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**



**NON-MATERIAL HANDLING ACTIVITIES**

Task	Frequency	Performance
<b>CLIMBING</b>	<b>F</b>	Ladders up to 5', stairs, equipment and vehicles.
<b>BALANCING</b>	<b>F</b>	Lift objects, boxes, files, keyboard, equipment, & materials.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Lift objects, boxes, files, keyboard, equipment, & materials.
<b>KNEELING</b> (one or both knees)	<b>F</b>	Lift objects, boxes, files, keyboard, equipment, & materials.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Lift objects, boxes, files, keyboard, equipment, & materials.
<b>CRAWLING</b>	<b>O</b>	Inspect equipment, vehicles, and materials.
<b>REACHING</b>	<b>F</b>	Full and partial extension of arms to retrieve equipment and materials.
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	When driving vehicle and within office up to 180 degrees, while standing talking to another individual, sitting in office.
<b>HANDLING</b> (manipulated objects)	<b>F</b>	When driving vehicle, telephone, cell phone, office supplies, keyboard, mouse, pens, equipment, objects, & materials.
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Input data into computer, handling paper work, when driving vehicle, telephone, cell phone, office supplies, keyboard, mouse, pens, equipment, objects, & materials.
<b>STANDING</b>	<b>F</b>	While talking to another individual, during daily equipment inspections, and while filing files.
<b>WALKING</b>	<b>F</b>	To staff meetings, during daily equipment inspections, to and from other offices, and going to city vehicle.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Grip office equipment, materials, objects, pens, cell phone, telephone, handling paper work, and office supplies.

N-never O-Occasional 1-33% F-Frequently 34-66% O-Occasionally 67-100%

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date