



BOYS & GIRLS CLUBS
OF MAGIC VALLEY

POSITION DESCRIPTION

TITLE: Rupert Unit/Branch Director
PERFORMANCE PROFILE SOURCE: Management Professional
DEPARTMENT: Administration
REPORTS TO: Operations Director/Executive Director
HOURS: 40 hours/week (9:00am-6:00pm, M-F)
COMPENSATION: Negotiable, DOE, Full Benefits
FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

Directs and manages overall daily operations of Rupert Club. Primary concern is for a comprehensive, outcome-driven program and service delivery, supervision and training of staff (direct and indirect reports), handles personnel/member/parent issues, manages facility, and transportation. Develops and manages a budget, manages community relations, volunteers, and membership administration for the Rupert Boys & Girls Clubs.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Establish Unit or Branch programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
2. Ensure a healthy, safe environment, with well-maintained facilities, equipment and supplies.
3. Fosters a friendly culture and climate of innovation to develop member-focused programs, which support Club's mission, goals and strategies.

Strategic Planning

4. Plan, develop, implement and evaluate Unit or Branch overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.
5. Directs unit or branch strategic planning efforts and develops the annual operating plan of the unit or branch.

Resource Management

6. Manage Unit or Branch financial resources, assisting in the development of annual budgets. Control expenditures against budget.
7. Ensure administrative and operational systems are in place to maintain the operation of the Club's physical properties and equipment, including the use of facilities by outside groups. Ensure compliance with organization policies.
8. Recruit, manage and provide career development opportunities for staff and volunteers at all Rupert sites. Conduct regular staff meetings.
9. Complete any grant reports requested by Operations Director or Executive Director

Partnership Development

10. Develop partnerships with parents, community leaders and organizations.

Marketing and Public Relations

11. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
12. Membership recruitment and retention
13. Keep TV in lobby updated with announcements and other important Club happenings on a regular basis for parents

ADDITIONAL RESPONSIBILITIES:

1. Purchase or approve purchase of supplies and equipment.
2. Overall cleanliness, presentation and organization of Rupert Unit
3. Hiring, training, scheduling, management and evaluation of staff at all Rupert sites
4. Work with staff on special events to carry out programs in all departments.
5. Oversight and management of the Child Nutrition Programs at the Rupert Unit.
6. Exercise authority in problems relating to members; utilize guidance and discipline plan.
7. Problem solving
8. Assume other duties as assigned.
9. Conducting regular safety drills (fire, lockdown etc) and maintaining a log
10. Putting summer and school year programs, fees, etc. on the online membership database (Kid Trax)
11. Meet with the Supervisor of the MC Fitness Center on a regular basis to discuss shared spaces, address any issues, concerns, etc.
12. Work closely with the 21st CCLC Program Director to coordinate on programs, staffing, membership recruitment, etc.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Prepares unit report for board. Regular contact with members as needed to discipline, advise, and counsel. Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well, take initiative and use best practices.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

SKILLS/KNOWLEDGE REQUIRED:

- Four-year degree from an accredited college or university, **or equivalent experience**
- 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
- Ability to deal effectively with members including discipline problems
- Working knowledge of budget preparation, control and management
- Skilled at fundraising events
- Demonstrates ability in working with young people, parents and community leaders.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must live within 20 minutes of the Rupert Club site. The ability to stand on your feet for extended periods of time, some light to moderate lifting may be required at times. The ability to see and respond to unsafe situations. Periodic travel to Twin Falls or Buhl Clubs may be required for meetings, professional development, etc.

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.