



**BOYS & GIRLS CLUBS**  
OF APPALACHIA

Job Description

**Title:** Unit Director: Boys & Girls Club of Hazard/Perry County

**Reports To:** Director of Operations

**FLSA Status:** Salary Exempt

**Characteristics of the Job:**

Under limited supervision, the Unit Director leads, manages, directs, and monitors the overall daily operations of the Boys & Girls Club with a primary focus on program and service delivery/outcomes. The incumbent will be responsible for recruiting and retaining staff/volunteers, maintaining targeted membership and attendance data, and serving as a liaison between local schools and the Club.

**Example of Duties and Responsibilities:**

**Club Leadership and Strategic Planning:**

- Communicates, implements, and enforces the organization's operational policies and procedures. Evaluates opportunities to enhance club operations and designs strategies to implement improvements.
- Plans and ensures that the environment, programs, and services prepare youth for success, resulting in positive outcomes.
- Seeks optimal use of club facilities, staff, and resources to fulfill the organization's mission and strategic plan. Analyzes the club's needs, resources, and community demographics to identify and implement actions to optimize club use by disadvantaged and at-risk communities.
- Analyzes and reviews the club's membership levels and average daily attendance, and develops and implements strategies to increase membership. Plans and takes actions required to obtain community and volunteer support.
- Handles crisis situations and resolves conflicts, disputes, and concerns of staff, club members, volunteers, and parents.
- Demonstrates the ability to describe, interpret program evaluation methods, and create action plans based on results.
- Ensures regular and consistent evaluation of programming activity, implements and reviews action steps regularly, and makes program improvements as a regular process.

**Club Management & Development:**

- Collaborates with Senior Leadership to determine staffing levels and hours that best support effective club operations and program delivery.
- Provides direct and indirect supervision to youth development professionals, recognizes accomplishments, and conducts regular staff meetings.
- Develops performance objectives for direct reports, monitors performance, provides ongoing and periodic feedback, and ensures consistency in activities followed by club management. Utilizes interns and volunteers to support club initiatives.

#### Club Programs & Services:

- Ensures afterschool and summer programs are delivered, covering all BGCA core program areas. Programs should meet stated objectives, member needs and interests, be organized and engaging, and be both educational and fun.
- Monitors programs, collaborates with staff to plan and implement improvements, and implements procedures to measure and report outcomes. Actively sets and pursues Club goals for NYOI with the team.
- Ensures the proper planning and supervision of the club's special events and field trips.

#### Community Relations & Collaborative Partnerships:

- Participates in activities to maintain good public relations for club programs and services. Collaborates with community leaders to support club-initiated events to raise money and support for club programs and activities through in-kind and financial donations.
- Works with Director of Operations to identify and recruit program sponsors
- Implements strategies to track and report grant deliverables and oversees and monitors grant implementation performance to ensure compliance.

#### Club Facility and Property:

- Assesses risks continually following BGCA best practices and performs regular safety assessments. Implements programs and works with leadership to develop policies to minimize risk.
- Communicates and enforces the organization's policies, procedures, and standards regarding the upkeep, usage, and maintenance of buildings, grounds, vehicles, equipment, and pools; monitors compliance.
- \* Works with leadership and community partners through necessary facility remodels and improvements.

#### Administrative:

- Ensures that information and other data maintained on programs, membership, etc. are accurate and timely.
- Responds to developments and operational needs for information to support fundraising initiatives by developing, maintaining, and preparing appropriate records and reports.
- Prepares accurate, timely paperwork required for hiring, compensating, transferring, terminating, and disciplining employees; maintains and secures confidential club employee files and records. Prepares reports for the Unit Board describing the club's successes, challenges, opportunities, and needs.

#### Other

- \* Completes other job duties as requested.
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#### Minimum Requirements:

- Bachelor's degree from an accredited college or equivalent experience
- A minimum of 2 years' work experience in a Boys & Girls Club or similar youth development organization
- Demonstrated ability to plan, organize, and direct club operations. Ability to recruit, supervise, train, and retain volunteers and employees, as well as develop community support for club operations and programs.
- Demonstrated ability to work with young people, parents, and community leaders, including crisis management and conflict resolution.

- Excellent interpersonal skills and ability to motivate staff. Strong oral, written, and presentation communication skills. Ability to establish and maintain effective working relationships with Club staff, volunteers, and community groups.
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#### ENVIRONMENT & WORKING CONDITIONS:

Daily contact with club staff, club members and parents/guardians, as well as with school and organizational leaders. Normal internal office environment. Travel to professional developments, conferences, special events, and field trips required. Must be able to work daily afternoon/evening hours. Occasional weekend work required to accomplish objectives.

#### Additional Requirements:

- Criminal background check prior to employment

#### Typical Working Conditions and Unique Physical Requirements:

- Work is typically performed in an interior office.
  - Noise levels are generally quiet to moderate.
  - Regularly required to speak and hear.
  - Frequently required to stand, walk, and sit for extended periods of time over various terrains.
  - Occasionally required to reach with hands and arms, bend, stoop, kneel, or crouch.
  - Recurrent climbing of interior and exterior stairs.
  - Vision capability required but not limited to distance, peripheral, and low light.
  - May be required to lift or carry items weighing up to 25lbs.
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The statements in this description are intended to describe the general nature and level of work being performed by individuals assigned to this classification. Examples of duties or responsibilities are not to be construed as an exhaustive list describing the duties or responsibilities required of personnel so classified. These examples are also not to be interpreted as limiting the appointing authority's ability to append or otherwise alter the duties and responsibilities of the position. The use of an individual expression or illustrations to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are of similar kind or quality.

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The Boys & Girls Clubs of Appalachia does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, ancestry, or veteran status. Reasonable accommodations are provided upon request.

#### **To Apply**

We encourage you to apply, even if your experience is not a 100% match with the position description; we will consider people from a variety of backgrounds and career experiences.

Please email your cover letter and resume in PDF to Zack Hall, [zack@appalachianky.org](mailto:zack@appalachianky.org) with "Unit Director- Boys & Girls Club of Hazard/Perry County" as the subject of the email.