

Club Director JOB DESCRIPTION

Position Title: Club Director	Date Revised: June 22, 2021
FLSA Status: Non – Exempt/Hourly	Reports To: Director of Operations

Schedule: Shift – approximately 5 -8 hours per day between the hours of 9:00 a.m. to 7:00 p.m.
5 days/week. Usually 28 - 32 hours/week.

JOB SUMMARY:

Directs/manages overall daily operations of the designated Unit/Club with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration

ESSENTIAL FUNCTIONS:

Leadership

- Establish Unit programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Create an atmosphere of teamwork
- Demonstrate leadership in the talent development of subordinate staff, with the completion of annual development plans

Strategic Planning

- Implement Unit overall programs and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation. Assure that grant funded programs are conducted and documentation maintained.

Resource Management

- Manage personnel resources. Schedule staff for the best use of personnel resources while following established staff to member ratio and with attention to hour constraints for each position.
- Manage Unit financial resources to assist in the control of expenditures against budget.
- Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.
- Recruit, manage and provide career development opportunities for all staff and volunteers.
- Conduct regular staff meetings.

Partnership Development

- Develop partnerships with parents, community leaders and organizations.

Marketing and Public Relations

- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

OTHER DUTIES:

- May be required to drive Club van.
- May be required to perform facility maintenance/cleaning.
- Obtain approval for purchases of supplies and equipment.
- Work with staff on special events to carry out programs in all departments.
- Exercise authority in problems relating to members; utilize guidance and discipline techniques.
- Attend weekly meetings with management team to discuss planning and Club operations.

PHYSICAL DEMAND CLASSIFICATION:

Position may require driving. Position may require ability to climb stairs. Position requires: supervision of youth in activities including sports, games, etc; facility cleaning; moderate lifting (40 pounds); ability to stand for extended periods of time; ability to perform job duties in outdoor setting; and the ability to work in a loud, high energy, fast paced environment for extended periods of time.

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.

ADDITIONAL INFORMATION:

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Signed by: _____
Employee Date

Approved by: _____
Director of Operations Date

Reviewed by: _____
Chief Operating Officer Date