

Club Director JOB DESCRIPTION

Position Title: Club Leader	Date Revised: May 24, 2021
FLSA Status: Non -Exempt	Reports To: Area Director

Schedule: Shift – approximately 5 - 7 hours per day between the hours of 12:00 p.m. to 7:00 p.m.
5 days/week. Usually 28 – 32 hours/week.

JOB SUMMARY:

Leads overall daily operations of the designated Unit/Club with the primary concern for programs, service delivery and membership administration.

ESSENTIAL FUNCTIONS:

Leadership

- Implement Unit programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes. Prepare periodic activity reports.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Create an atmosphere of teamwork
- Create an environment that facilitates the achievement of Youth Development Outcomes
- Promote and stimulate program participation
- Register new members and participate in their club orientation process
- Provide guidance and role modeling to members
- Demonstrate leadership to assure conduct, safety and development of members.
- Effectively implement and administer programs, services and activities for members and visitors.
- Perform assigned duties to fulfill requirements of grant funded programs.
- Ensure a productive work environment by participating in weekly Unit staff meetings.
- Follow guidelines, administrative and operational systems to maintain the operation of the physical properties and equipment of the Club.
- Develop partnerships with parents, community leaders and organizations.
- Other duties as assigned

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.
- Routinely attend 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. An annual physical examination may be required.

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: _____
Area Director Date

Reviewed by: _____
Chief Operating Officer Date