



JOB DESCRIPTION

Job Title: Area Director – Westville/La Porte
Reports To: Director of Operations
FLSA Status: Exempt (Full-Time, Salaried)
Approved Date: Revised 8/25/21

PRIMARY FUNCTION:

Directs and manages overall daily operations at designated Clubs and Club extensions to ensure a comprehensive, outcome-driven Club experience that supports Healthy Lifestyles, Academic Success and Character & Citizenship. Abides by and supports the Club mission to inspire and enable all young people to reach their full potential as caring, productive and responsible citizens.

KEY ROLES (Essential Job Responsibilities):

Leadership

- Provides leadership and direction to Site Leaders in the management of their Clubs/Club extensions.
- Oversees hiring, training, onboarding, management and performance appraisal of staff members at designated Clubs and Club extensions.
- Monitors and evaluates staff, programs, services and activities to ensure high quality and a positive Club experience.
- Ensures a physical environment that facilitates achievement of youth development outcomes, with overall responsibility for cleanliness and safety at designated Clubs and Club extensions.
- Oversees curriculum development and scheduling at designated Clubs and Club extensions to ensure programming is responsive to Club member/community needs. Offerings may include specific Boys & Girls Clubs of America/Boys & Girls Clubs of La Porte County programs as directed by the Director of Operations.
- Conducts and attends regular staff meetings at individual Clubs and Club Extensions and for the area as a whole.

Resource Management

- Manages financial resources, participating in the development of annual budgets for designated Clubs and Club extensions.
- Controls expenditures against budget; makes recommendations for expenditures to purchase supplies and equipment.
- Ensures strong administrative and operational systems are in place at designated Clubs and Club extensions.

Partnership Development

- Develops and maintains collaborative relationships with partner school districts, community organizations, social agencies and businesses within the area.

Marketing and Public Relations

- Develops and maintain public relations, leading to strong Club membership and program participation.
- Coordinates publicity for Club member, family engagement and community events at designated Clubs and Club extensions.

ADDITIONAL RESPONSIBILITIES:

- Attends BGCLPC or community events as needed.
- Fills in for Site Leaders and other program staff within the designated area as necessary.

- Assists with cleaning/sanitizing tasks pursuant to Club, state, local and national requirements.
- Assumes other duties as assigned.

Internal: Maintains close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions, instruct and advise/coach.

External: Maintains contact with external community groups, schools, Club members, family members and others to further collaborations and assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor’s degree from an accredited college/university or equivalent experience required.
- Relevant work experience in a Boys & Girls Club or similar youth serving organization preferred.
- Demonstrated ability regarding hiring, training, onboarding, management and performance appraisal.
- Strong written and verbal communication skills.
- Knowledge of youth development best practices.
- Ability to work during Club hours as needed.
- Ability to work effectively with children, family members, Club staff, organizations, community groups and the general public.
- Ability to motivate youth and constructively manage behavior challenges.
- Working knowledge of budget preparation, control and management.
- Ability to obtain CPR and First Aid Certifications.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical Requirements: Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at one of the Boys & Girls Clubs of La Porte County sites. The noise level in the work environment is usually moderate to loud.

Boys & Girls Club of La Porte County is an equal opportunity employer and does not discriminate in the recruitment, employment, promotion or transfer of qualified personnel, or in the administration of personnel practices, on the basis of any characteristic that is protected by state or federal law.

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.

I have reviewed this job description and I understand the job requirements and responsibilities.

Signed by: _____
(Employee) (Date)

Approved by: _____
(Chief Executive Officer) (Date)