

Job Description
Director of Operations

<u>Working Hours/Pay Rate:</u>	Monday through Friday (10:00-6:00), with weekends and evenings when necessary \$45,000.00 annual salary
<u>Vacation/sick days:</u>	Sick and vacation days or "Personal Time Off" per Employee Manual Vacation days pre-approved by Executive Director
<u>Holidays:</u>	All holidays listed in Employee Manual
<u>Breaks/Lunch Time:</u>	Lunch break every six consecutive hours worked 15 minute break for every four hours worked
<u>Benefits:</u>	Health, life, and long-term disability insurance. Pension plan established after three years of service.

Basic Job Function

Oversees/manages overall daily operations of all four units with the primary concern for programs and service delivery, oversees training of staff, maintains community relations and oversees membership administration, manages transportation efforts. On-call 24-7 to assist with issues and crisis. Supervises Unit Directors. Reports to Executive Director.

Education/Experience Requirements

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of three years work experience as a Unit Director of Boys and Girls Club or similar organization.
- Has extensive planning and supervising experience as it relates to the developmental needs of young people, or equivalent experience.
- Has extensive experience with budgeting, facility management, and community relations.

Skills/Knowledge Requirements

- Demonstrated 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/families including behavior management.
- Extensive knowledge of budget preparation, control, and management.
- Developing skills in fund-raising events/efforts/best practices.
- Extensive knowledge and experience with resource development efforts and related elements.



- Demonstrated ability in working with young people, parents and community leaders.
- Ability to manage facility issues and maintenance there of.
- Experience with transportation systems/regulations, maintenance of vehicles, etc.
- Expert ability at crisis management and prevention efforts/protocols

Essential Job Functions

Leadership

1. Monitor and evaluate Unit programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of Youth Development Outcomes.
2. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained. Report maintenance issues/concerns to Executive Director.
3. Oversees human resources efforts within the Unit, ensuring proper hiring practices, training, evaluation, and development of employees.
4. Serves as Crisis Management point person.
5. Meets with Unit Directors on weekly basis to ensure organizational goals are met while serving as staff mentor.

Strategic Planning

6. Assists Unit Director with overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile and produce regular reports reflecting all activities, attendance and participation.
7. Develops cohesiveness between Units, ensuring consistent practices and procedures.

Resource Management

8. Monitor and evaluate Unit financial resources, assisting in the development of annual budgets. Assists Unit Directors with budget development and management.
9. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club. Ensure compliance with organization policies.
10. Recruit, manage and provide career development opportunities for Unit staff and volunteers. Conduct regular staff meetings.

Partnership Development

11. Develop partnerships with community leaders and organizations. Serve as organization's ambassador, receiving and evaluating initial communications from potential and existing community partners.

Marketing and Public Relations

12. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community. Works closely with Resource Development Director.



Additional Responsibilities

13. Approves and oversees purchase of supplies and equipment per approved budget.
14. Oversees, plans and assists with special events to carry out programs in all departments.
15. Assists with problems relating to members, utilizing organization-wide guidance and discipline plan.
16. Assists with fundraising event planning and implementation.
17. Assume other duties as assigned.

Relationships

Internal: Maintains close, daily contact with Unit Directors to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintains contact with Executive Director, Community Partners and Ladies Auxiliary.

External: Maintains contact with external community groups/partners, Ladies Auxiliary, schools, and others to assist in resolving problems, communicate goals, and to publicize Club events and programs.

Physical Requirements/Work Environment

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.
3. Visual acuity for accurate reading, typing, filing and use of computer screen.
4. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc..
5. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment and other items needed for the preparation and takedown of special events.
6. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
7. Ability to work on multiple projects and prioritize effectively.
8. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
9. Ability to work in a professional environment and positively represent organization under various levels of stress.