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**TITLE:** Club Director  
**REPORTS TO:** Senior Director of Programs

**PRIMARY FUNCTION:**

Directs and manages overall daily operations of a club/unit under the control of the organization with the primary concern for a comprehensive, outcome-driven program and service delivery. Also supervises and trains staff (direct and indirect reports), handles personnel issues, manages facility, supports the development of a budget, actively engages and supports leadership, and manages community relations, volunteers, and membership administration.

**KEY ROLES (Essential Job Responsibilities):**

*Leadership*

1. Establish Club programs, activities and services that prepare youth for success and create an outcome-driven Club experience that facilitates achievement of youth development outcomes.
2. Ensure a healthy, safe environment, with well-maintained facilities, equipment and supplies.

*Strategic Planning*

3. Plan, implement and evaluate club overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.

*Resource Management*

4. Manage Club financial resources, assisting in the development of annual budgets. Control expenditures against budget.
5. Ensure administrative and operational systems are in place to maintain the operation of the Club's physical properties and equipment, including use of facilities by outside groups. Ensure compliance with organization policies.
6. Recruit, manage and provide career development opportunities for branch staff and volunteers. Conduct regular staff meetings.

*Partnership Development*

7. Develop partnerships with parents, community leaders and organizations.

*Marketing and Public Relations*

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

**ADDITIONAL RESPONSIBILITIES:**

1. Purchase supplies and equipment as approved by the Senior Director
2. Work with staff on special events to carry out programs in all departments.
3. Exercise authority in problems relating to members; utilize guidance and discipline plan.
4. Assume other duties as assigned.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintain contact with Senior Director of Programs. Regular contact with members as needed to discipline, advise, and counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems and to publicize Club.

**SKILLS/KNOWLEDGE REQUIRED:**

- Four-year degree from an accredited college or university, or equivalent experience
- A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience
- 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 including discipline problems
- Skilled at fundraising events
- Demonstrated ability in working with young people, parents and community leaders

**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.