



## **UNIT DIRECTOR ELKTON CLUB**

### **Job Summary:**

A Boys & Girls Clubs of Harrisonburg and Rockingham (BGCHR) Unit Director is a key position in the Club, making a difference every day in the lives of their staff and the youth we serve.

Our Unit Director manages Club-wide daily operations with primary concerns for programs and service delivery ensuring his/her Club is operating safely, efficiently and effectively in all areas and is following all policies, standards, and procedures as well as the BGCHR mission. This is a full-time position with benefits reporting to the Director of Operations.

The Unit Director is the face of their Club, representing the Club to members, parents, staff, school personnel, law enforcement, community agencies and leaders, organizations, and visitors who come in contact with the Club. As such a high level of positive and professional behavior is expected to maintain and to grow these partnerships.

Our Unit Director is a leader who oversees staff and manages schedules and assists in hiring. The Director ensures his/her Club maintains compliance with all state childcare licensing requirements, including staff-to-children ratio, staff training hours, etc. The Director performs related administrative duties such as: facility management, personnel management, budgeting, completion of reports, and membership recruitment and tracking.

### **Essential Job Responsibilities:**

1. **Customer and Personal Service:** Serve Club members, parents and other staff best practices in customer and personal services. This includes professional behavior at all times and "service with a smile."
2. **Administration and Management:** Knowledge of business and management principles involved in planning, resource allocation, human resources, leadership technique, and coordination of people and resources.
3. **Communication:** Clear concise use of words, grammar and tools to properly communicate services to our families, staff, volunteers and the public. Fluency in a language other than English, particularly Spanish, is encouraged but not required.

4. **Education and Training:** Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects is expected at some level for the Unit Director. Experience in learning behavior and/or human psychology is relevant for our Clubs, as well.
5. **Club Safety and Security:** Knowledge of and experience with relevant equipment, policies, procedures, and strategies to promote the protection of people, data, property, and institutions.
6. **Personnel and Human Resources:** Experience with personnel recruitment, selection, scheduling, managing, and training.

**Additional Responsibilities:**

1. Oversees special programs and/or events (i.e. Torch Club, Keystone, Youth of the Year and Awards Programs), and participates in the implementation of other Club activities as necessary.
2. Handle deposits and banking transactions when necessary (i.e. field trip fees received or donations received at the Club).

**Requirements:**

- Bachelor's Degree in education (or related field) and/or certifications stated in accordance with VDSS requirements for licensed facilities.
- Dependable transportation.
- Occasionally travel to out of town meetings, conferences, and professional development training which may require overnight stay(s).
- Work an average of 40 hours per week.
- Physical requirements include sight, hearing, standing and walking for long periods, climbing, bending, kneeling, reaching, handling, pushing, pulling, and other physical ability necessary to have complete knowledge of and access to the youth and to the surroundings available to the youth we serve.
- Ability to lift 40 lbs.
- Minimum 21 years of age

**Compensation:** Full time position with benefits including health and retirement. Wages commensurate with experience.