



# POSITION DESCRIPTION

**TITLE:** Assistant Club Director

**REPORTS TO:** Club Director Club location

**FLSA:** Exempt  Non-Exempt

**WAGE RANGE:** Based on experience, min. \$16-\$18

**EMPLOYMENT TYPE:**  Full-time  Part-time

Regular  Temporary

**Job Summary:**

A Boys & Girls Clubs of Harrisonburg and Rockingham (BGCHR) Assistant Club Director works with Club Director (CD) to ensure achievement of the goals and objectives of the Club; and participates in the management and evaluation of service and program delivery, quality, and content. The Assistant provides support and represents the Club Director his/her absence, taking care of any situation while the CD is absent from the Club. This is a full-time position with benefits.

The Assistant conducts managerial and administrative duties at the Club which may include processing staff time sheets for payroll, preparing financial and program reports, and data entry in a membership database. The Assistant Unit Director provides creation and implementation of program curriculums, lesson plans, and instruction that foster youth development in alignment with Boys & Girls Clubs of America core areas.

**Essential Job Responsibilities:**

1. Customer and Personal Service: Serve Club members, parents and other staff using professional behavior at all times and “service with a smile.” Serves as a role model and mentor to members, making a positive impression on the life of each member by leading, supporting, and coaching them to develop their self-esteem and strengthen their academic, physical, and interpersonal skills.
  
2. Administration and Management: Keeps accurate records of members’ attendance and participation. Keeps files up to date, as required for licensure. Organizes, orders, and/or purchases necessary supplies and/or equipment for programs/activities at the Club. Assists with the snack order and inventory, meal preparation and preparedness (allergy and safety awareness), count and serving, according to USDA standards.

3. **Communication:** Must be able to use clear concise 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. Communicates effectively with parents, concerning activities/programs, schedule changes, participant's behavior and needs, member's progress, etc.; informs and encourages members, parents and volunteers to actively participate in Club events.
4. **Education and Training:** Creates, plans, implements, and assists with evaluation of programs aimed at school-age youth that are enriching, creative, well-balanced, comprehensive, developmentally appropriate and fun. Provides assistance and leadership for implementation of program curriculums, lesson plans, and instruction that foster youth development in alignment with Boys & Girls Clubs core areas, and ensures programs run smoothly
5. **Club Safety and Security:** Reinforces a program setting that insures the health and safety of Club members by observing necessary precautions and following all BGCHR rules and policies and licensing standards. Insures areas are cleaned and sanitized after use, and inspects assigned facilities/equipment for repairs and maintenance and files reports with the Unit Director.
6. **Personnel and Human Resources:** Promotes Club membership and assists in the registration and enrollment of new members and their Club orientation. Fills in for any program staff position at the Club, and may be asked to substitute at other Units/Clubs when necessary. Supervises staff, volunteers, and others, as assigned; monitors, guides, and supports staff compliance; as required by the Unit Program Director.

**Additional Responsibilities:**

1. May assist with special programs and/or events (i.e. Torch Club, Keystone, Youth of the Year and Awards Programs, field trips), and participates in the implementation of other Club activities as necessary.
2. May handle billing, deposits and/or banking transactions as needed.

**Demonstrated Skills are needed in:**

- **Customer and Personal Service:** demonstration of providing services with professionalism, patience, kindness and respect. Experience in developing, organizing, implementing, and/or leading quality, creative, and appropriate after-school and summer educational programs for youth, ages 5-18.
- **Computer software:** Experience using databases, email, Microsoft suite including word documents and spreadsheets. Social media application experience and Facebook a plus.

- **Communication:** Ability to demonstrate excellent oral and written communication using various tools such as text, formal letter, and verbally. Demonstrated ability to communicate effectively with youth of varying ages and with their parents/caregivers.
- **Personnel:** Experience with negotiation and active listening (conflict resolution). Social perceptiveness, good judgement and decision making are essential for the job.
- **Behavior:** Honesty and integrity are essential. A highly positive attitude, sense of responsibility, patience, passion for working with children, enthusiastic style, and a sincere interest in teaching and sharing knowledge and skills with youth in an educational setting.
- **Clerical:** An eye for detail. Experience creating and managing files and maintaining records a plus.

**Preferred Skills and Knowledge:**

- Knowledge of the mission, programs and procedures of Boys & Girls Clubs, or other similar non-profit youth development organizations.
- Current CPR and First Aid Certifications.
- Fluent in a second language, especially Spanish

**Requirements:**

- Minimum High School graduate. Can be working on an Associates or Bachelor's Degree; or have minimum hours in certified childcare position, according to VDSS requirements for licensed facilities.
- Dependable transportation.
- Valid drivers license and good driving record.
- Work an average of 38 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 18 years of age
- Pass a background check

***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.*