



**BOYS & GIRLS CLUBS
OF THE GULF COAST**

11975 Seaway Road, A-160
Gulfport, MS 39503

INTERNAL/EXTERNAL JOB POSTING- PLEASE PROVIDE INFORMATION TO EACH EMPLOYEE

To: All Club Personnel
From: Pamela Cox, Human Resources
Subject: Job Opening: Unit Manager, Qatar Center Pass Christian
Date: February 1, 2010

Qualified candidates are encouraged to apply for the **Unit Manager** position currently open with the Boys & Girls Clubs of the Gulf Coast. This is a 'Exempt' position, full-time, with benefits.

Salary range – \$30,000-\$40,000

How to apply: The closing date will be February 12, 2010. All interested candidates *must* submit a resume with cover letter address to:

Boys & Girls Clubs of the Gulf Coast
Attn: Director of Human Resources
11975 A-160 Seaway Road
Gulfport, MS 39503

POSITION SUMMARY:

Independently directs/manages overall daily operations of the designated Clubhouse with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration.

ESSENTIAL RESPONSIBILITIES:

STRATEGIC PLANNING

- Quarterly assessment of programs through the CTQ Action Plan
- Facilitates program quality by staff using the outcome measurement method
- Ensures quality program sheets with measured outcome for specific programs
- Ensures growth in daily attendance, registered members and total youth served
- Reports average daily attendance compliance and manages child-to-staff ratio for max capacity
- Maintains membership retention plan
- Selects and trains skilled staff able to implement a variety of programs
- Create and increase number of outreach opportunities

RESOURCE MANAGEMENT/DEVELOPMENT

- Meet and support unit and board fundraising obligations assigned in budget
- Accurately collect, record, and submit weekly all expenditure receipts/invoices; Provides competed purchase order for planned expenditures
- Provides input, manages the unit budget and monitors expenditures
- Ensures growth in annual operating revenue
- Informs staff of organizational plans, activities, challenges, opportunities; Provides staff with continual feedback, training and evaluations
- Effectively conduct weekly staff meetings with training components

- Build and manage volunteer base
- Implement contingency plans for emergencies; Address and resolve safety/health issues aggressively
- Ensure vehicle maintenance, maintenance of grounds, buildings, program areas, and restroom facilities so they are attractive and free of graffiti and litter

PARTNERSHIP DEVELOPMENT

- Collaborate with parents to share and receive information about programs
- Promote and maintain a parent auxiliary; Maintain parent and community active support in club programs
- Establish relationship with school system to communicate information about members
- Involve school, community and elected leaders in club events
- Continually builds relationships with other youth service organizations; Collaborate with other agencies to share and develop programs
- Actively involved in local community groups; Maintains records of all collaborations

ADDITIONAL RESPONSIBILITIES:

- May oversee special programs and/or events and/or participate in the implementation of other unit activities as necessary
- May be required to run sessions in classrooms if instructor not available
- May be required to drive Club van periodically
- Participate with staff in organizational events, special community events, and fundraisers
- Assume other duties as assigned

RELATIONSHIPS:

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

External: Maintain contact with other Clubs, vendors, consultants, organizations, government agencies and others to achieve program goals and objectives, manage costs, share information, and resolve problems.

SKILLS/EXPERIENCE REQUIRED:

- Four-year degree in related field from an accredited college or university, or equivalent experience
- A minimum of five years work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people
- Demonstrate ability in personnel supervision, facilities management, and the recruitment and retention of key personnel
- Strong communication skills, both verbal and written
- Ability to recruit, train, supervises, and motivates staff
- Ability to deal effectively with members including discipline problems
- Must obtain a Commercial Drivers Licenses within 60 days of position
- Working knowledge of budget preparation, control, and management
- Skills in fund-raising events
- Demonstrate ability in working with young people, parents, and community leaders

REPORTING TO THIS POSITION: Program Director, MSA