

# Open Position: Unit of Director

## Job Summary:

This position is directly responsible to the Director of Operations for all administrative and programming issues. Responsibilities include: the direct supervision of club members and staff to ensure the overall safety of members at all times. The UD is the daily contact for the assigned BGC site. The UD will maintain a positive relationship with parents of members and communicate any concerns. The planning, promoting, coordinating, and implementation of all activities at Unit Program Site, is completed in cooperation with assigned staff. General maintenance and supervision of all areas of activity, and other spaces permitted for use is expected. Conduct program supervision within the Boys & Girls Club of Laredo program policies, procedures, and philosophies.

## Responsibilities

### Responsibility Overview:

- Supervise Club members and provide leadership and guidance to YDP staff
- Ensure that staff members facilitate successful implementation of all programs and activities within Club policies and procedures.
- Collaborate with Educational YDP to ensure quality of academic homework as needed.
- Ensure the posting of daily and weekly schedules are promptly on club website.
- Communicate any concerns with parents and keep them updated on new activities.
- Maintain a professional and positive demeanor at all times.
- Keep an open line of communication with management team.
- Manage member registration and those not attending on Conduct daily attendance check in and check out.
- Recruit new members on a constant basis.
- Communicate all information at a weekly meeting with all unit staff.
- Attend Unit Director meetings once a week.
- Requisition of equipment and supplies as maintain inventory and control of all equipment and supplies related to the program.
- Immediately report safety hazards and concerns to superiors.
- Prepare Accident, Incident, and Program Reports as required.
- Conduct NYOI surveys and create a plan for implementation of programs.
- Collect member, parent, staff surveys during specified times of the year.
- Maintain a general knowledge of Boys & Girls Clubs, Be knowledgeable and aware of activities, calendars, and special events of the Club.
- May be required to work outside scheduled hours and some weekends
- May be required to drive Club vehicle as needed (regular passenger van).
- Submit all required grant/programs reports and billing in a timely manner.

## Qualifications

### Knowledge/Skills Required:

- Excellent organization skills
- Ability to work both independently and collaboratively in varying environments
- Ability to multi-task in a fast-paced environment
- Learn mission, language, and goals of the organization
- Ability to organize time well
- Ability to use email, Google Docs and other necessary programs
- CPR/First Aid Certification (must have withing one year of hire or sooner)
- Knowledge of Youth Development
- Attend training sessions and seminars as related to working with youth
- Must have a valid State of Texas Driver's License
- Must successfully pass a BGCL Background Check
- Minimum Associates Degree, preferred Bachelor's Degree

**Club Values:**

- Community – Sense of Belonging, Fellowship and Fun
- Knowledge – Willingness to Learn and Teach and Willingness to Adapt
- Empathy – Acts of Kindness, Active Listening, Understanding and Compassion
- Acceptance – Mindfulness, Inclusivity and Judgement Free
- Transparency – Direct Communication and Honesty
- Accountability – Acknowledgement and Ownership
- Leadership – Lead by Example, Inspirational, Setting Boundaries and Mentor