



**BOYS & GIRLS CLUBS  
OF AMERICA**

Hernando County, Inc.

## **POSITION DESCRIPTION**

**Title:** Unit Director

**Performance Profile Source:** Child Care Professional

**Department:** Programs

**Reports to:** Area Director/Executive Director

**We are looking for an individual who is energetic, motivated, and experienced with school age children and wants to make a difference in their lives.**

### **PRIMARY FUNCTION:**

Direct/manage overall daily operations of the before and after school programs with the primary concern for program and service delivery, supervision and training of staff, facilities management, community relations and membership administration.

### **RESPONSIBILITIES:**

- Fully implement the BGCA Programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are clean, sanitary, and maintained
- Monitor staff training requirements to make sure they are met. Accesses teaching resources as needed for professional development
- Ability to deal effectively with members including discipline problems
- Create, monitor and update site budget
- Compile regular reports reflecting all activities, attendance and participation.
- Conduct regular staff meetings

- Develop and maintain partnerships with parents, community leaders and organizations
- Maintain working relationship with the school and their staff
- Purchase or approve purchase of supplies and equipment
- Work with staff on special events and fund-raising events
- Exercise authority in problems relating to members and staff; utilize guidance and discipline plan. Ability to train, supervise, and motivate staff
- Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information
- Assume other duties as assigned

**REQUIRED QUALIFICATIONS:**

- Must have at least 1 year experience with school age children
- Current First Aid/CPR certification
- Strong communication skills, both oral and written
- Must work as a member of a professional team
- Responsible, prompt, and reliable attendance
- Flexible, patient and professional
- Creative and enthusiastic

**PHYSICAL REQUIREMENTS:**

Helping children grow, learn, and gain new skills can be very rewarding. The work is sometimes routine but new activities and challenges mark each day. Child care can be physically and emotionally taxing, as workers constantly stand, walk, bend, stoop, and lift to attend to each child's interests and problems.

**Salary:** Commensurate with experience

**Hours:** 6:30 A.M. to 10:30 A.M. and 2:00 P.M. to 6:00 P.M.

**Job Type:** Full-time

**Job Location:** TBD

**Required education:** Minimum high school diploma or equivalent

**Required experience:** 1 year working with school-age children