



NOTICE OF JOB VACANCY

Posting Number: 40-17
Date Posted: 12 September 2017
Job Title: Site Director
Locations: Gilliard Elementary School
2757 Dauphin Island Pkwy, Mobile, AL
Hours: Full Time
Salary Range (Annual): \$29,000 - \$38,000
This position is exempt from the Fair Labor Standards Act.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

PRIMARY FUNCTION:

Directs/manages overall daily operations of the designated satellite site, with the primary concern for programs and service delivery, supervision, safety and membership administration.

KEY ROLES (Essential Job Responsibilities):

A. Outcomes Management

1. Monitor and evaluate site programs, activities and services that prepare youth for success that create a club environment that facilitates achievement of strategic outcomes.
2. Ensure quality programs are operating throughout the day with proper supervision with needed resources/supplies
3. Develop and maintain public relations and recruitment efforts to increase the visibility of programs, services, the number of children participating in activities within the Club and the community.

B. Resource Management

4. Manage annual budget and control expenditures against budget.
5. Determines supplies and equipment needed and makes all purchases accordingly and within set budget.
6. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club
7. Ensure membership data and monthly/weekly reports are accurate
8. Ensure compliance with organizational financial policies.

C. Skill Development

9. Recruit, manage and provide career development opportunities for site staff and volunteers.
10. Develop staff skills in program development and implementation, outcome management and membership development

D. Program Development

11. Ensure Program schedule is developed, revised as needed and implemented.
12. Plan and implement all special events and field trips.
13. Work with staff on special program events to carry out programs in all areas.
14. Ensure all program activities are age appropriate and fun.

E. Advocacy and Communications

15. Actively recruits members for site.
16. Manages communication and issue resolution between site and Senior Management.
17. Compile reports as required by management in a professional and timely manner to include, but not limited to, monthly reports, grant program reports, membership tracking, etc.

F. Additional Responsibilities

18. Purchase or approve purchase of supplies and equipment.
19. Work with staff on special events to carry out programs in all departments.
20. Participate in training, Branch staff meetings and Professional Development and In-service days.
21. Temporarily fill in at other Clubs when necessary due to critical staffing requirements.
22. Assist the Site Team in maintaining a clean and safe Club environment.
23. Exercise authority in problems relating to members; utilize guidance and discipline plan.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of four years' work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.

- Strong communication skills, both oral and written.
- Ability to recruit, train, supervises, and motivates staff.
- Ability to deal effectively with members including discipline problems.
- Working knowledge of budget control and management.
- Demonstrated ability in working with young people, parents and community leaders.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Site Director must be able to physically engage in any and all programming while supervising the program area and site.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.