

# **BOYS & GIRLS CLUBS OF CENTRAL MN**

## **Position Description**

**Job Title:** Assistant Unit Director

**Department:** Program/Operations

**Reports To:** Unit Director

**FLSA Status:** Non-Exempt

### **JOB DESCRIPTION SUMMARY**

Assists in the management of a designated unit, with primary concern for programs and service delivery, supervision and training of staff, community relations and membership promotion.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

1. Plans, develops, coordinates and evaluates programs and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all attendance.
2. Responsible for interpreting the objective, standards and programs of the Boys & Girls Club to staff and volunteers.
3. Shares the responsibility of assuring the safety of Club members, volunteers and staff at a designated unit.
4. Oversees a variety of program activities in all program areas.
5. Contributes to the maintenance of good relations with school personnel, members, parents and the general public.
6. Ensures a healthy and safe environment, equipment and supplies are maintained.
7. Assists in the training and orientation of staff and volunteers.
8. Assumes full responsibility of the Unit in the absence of the Unit Director.
9. Orders supplies and equipment within allotted budget.
10. Assists Unit Director in the development of annual budget.

### **ADDITIONAL RESPONSIBILITIES**

1. Work with staff on special events to carry out programs.
2. Exercise authority in problems relating to members; utilize guidance and discipline plan.
3. Involves Boys & Girls Clubs of Central MN in programs with other affiliated Clubs.
4. All other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

1. Strong communication skills, both oral and written.
2. Ability to deal effectively with members including discipline problems.

## **EDUCATION and WORK EXPERIENCE**

**Education** Four-year degree or equivalent experience.  
**Experience** A minimum of one year of job experience and/or training.

## **FUNDAMENTAL RELATIONSHIPS**

Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Has regular contact with members as needed to discipline, advise and counsel. Maintain contact as needed with external community groups, schools, member's parents and others.

## **PHYSICAL REQUIREMENTS**

**Visual:** Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours.

**Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 6-8 hours per day.

**Movement:** Ability to maneuver within work site 4-6 hours per day.

**Lifting/Pulling/Pushing/Carrying:** Able to comfortably move and manipulate up to 40 lbs of weight up to 4 hours per day.

**Grasping/Holding/Use of Fingers:** Able to utilize hands and fingers to operate equipment such as computer, phone and copier up to 7-8 hours per day.

## **ACKNOWLEDGEMENT AND SIGNATURE**

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

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Employee Name

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Date

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