



Position: Clubhouse Director (Full-Time)

Supervisors: Director of Operations

Department: Core Staff

Hours: Monday-Friday, 12-8 p.m. (some early/late hours; weekends required)

Salary/Rate: \$30,000-\$40,000 per year

Location: Clubhouse Directors will be assigned to one Clubhouse but may be asked to cover at other Clubhouse locations when necessary.

General Function: The Clubhouse Director has complete responsibility for management of the assigned Clubhouse, including planning and overseeing youth programs for ages 6-18, recruiting and supervising Clubhouse staff, leading a youth mentorship program for teens, and building a professional and positive image of the Club in the community.

Expectations:

Youth Development

- Be a responsible and positive adult role model
- Engage Club members with a high level of enthusiasm and energy
- Cooperate in the planning and delivery of agency-wide programs
- Promote and motivate participation in Club activities; provide recognition to members
- Inspire Club members to make good choices about their educational, personal, physical, social, and emotional needs

Staff Supervision

- Recruit, train, and manage program staff
- Create an atmosphere of growth and cooperation
- Maintain clear, accurate communication about schedules and expectations
- Ensure that professional ethics and rules of conduct are followed
- Conduct program observations that are objective and consistent
- Provide constructive, meaningful feedback to staff
- Hold weekly staff meetings with opportunities for professional development
- Fill in for staff during shortages to minimize interruption of scheduled programs

Reporting

- Prepare regular statistical and narrative reports reflecting activities, attendance, and participation; conduct ongoing program assessment and evaluation
- Observe procedures for recording and reporting incidents and suspected child abuse
- Ensure that Clubhouse membership mirrors the number of children in the neighborhood
- Operate the Clubhouse within the approved budget restrictions



Clubhouse Safety

- Protect the health and safety of youth, families, and personnel
- Ensure proper use, maintenance and safeguarding of facilities, equipment, and property
- Set clear boundaries for Club members by enforcing Club rules and policies
- Maintain a clean, organized, and safe work environment
- Maintain licensing compliance

Professionalism

- Plan and adhere to the Clubhouse schedule
- Accurately track program attendance and outcomes
- Complete assigned tasks on time with minimal supervision
- Attend and make a positive contribution to team meetings and staff trainings
- Maintain smooth flow of communication with other staff and volunteers

Qualifications:

- Four-year degree from an accredited college or university preferred (an equivalent combination of education/experience may be substituted on a year-for-year basis)
- Minimum 3 years of experience in youth development or education
- Minimum 2 years of experience in supervising professionals
- Valid Driver's License
- Familiarity with the diverse population that the Boys & Girls Club of Lancaster serves

Skills:

- Ability to adjust to a fast pace of work, think on your feet, and use common sense
- Ability to relate to and motivate youth of various ages
- Ability to resolve conflict and manage behavior
- Ability to communicate effectively with families, staff, volunteers, and Club supporters
- Understanding of budget preparation, control, and management
- Ability to professionally and effectively communicate and form relationships/ partnerships with community agencies and members

Physical Requirements/Work Environment:

- Ability to stand for long periods of time
- Ability to watch and listen to youth activities
- Ability to move easily across a variety of indoor and outdoor surfaces
- Ability to bend and lift a minimum 25 pounds

Working Conditions:

- May be required to work a varied schedule on occasion, including irregular hours and weekends, and in emergency situations



Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Other duties assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.