

Name \_\_\_\_\_

Site \_\_\_\_\_



**Title:** Club Director

**Reports to:** Senior Director of Programs

**Pay Range:** up to \$50,000

**Location:** Sun Prairie Location

**Position Description:**

Oversees operations of Unit Clubs and programs with the primary concern for program development and implementation; staff development; supervision of assigned managers and other staff; facilities; and budget management.

**Key Roles (Essential Job Responsibilities):**

**Program Development**

- Plan and implement a staff development and training program.
- Lead the development and implementation of organizational program goals, in relation to need and available resources, to facilitate achievement of Youth Development Outcomes.
- Evaluate overall program effectiveness on the basis of participation and achievement of stated goals; recommends modifications to improve program performance, as appropriate.
- Manage performance of assigned Directors and other staff in achieving goals, providing technical assistance in program design, development, community relations and program operations.
- Attend all Club sponsored special events.

**Program Goals**

- Plan and implement a staff development and training program.
- Lead the development and implementation of organizational program goals, in relation to need and available resources, to facilitate achievement of Youth Development Outcomes.
- Evaluate overall program effectiveness on the basis of participation and achievement of stated goals; recommends modifications to improve program performance, as appropriate.

**Volunteer Development**

- Identify volunteer opportunities and communicate need to volunteer coordinator.
- Address volunteer issues & concerns as appropriate.

**Community Partnership**

- Develop collaborative partnerships with other youth serving organizations, members, parents, families and community organizations.
- Develop and maintain public relations.
- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.
- Participate in activities to maintain good public relations for Club programs, services and activities.
- Support Board Committees, as assigned.

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### **Fund Development**

- Develop collaborative partnerships with other youth serving organizations, members, parents, families and community organizations.
- Participate in activities to maintain good public relations for Club programs, services and activities.

### **Qualifications:**

- Four non-credit department-approved courses in early childhood education or its equivalent and within 3 years of assuming the position the WI Child Care Administrator Credential. Up to two courses in the WI Child Care Administrator may be used to meet the early childhood education requirement if taken prior to beginning to work as a center director; **or**
- Four courses for credit in early childhood education from an institution of higher education and within 3 years of assuming the position, the WI Child Care Administrator Credential. Up to two courses in the WI Child Care Administrator Credential may be used to meet the early childhood education requirement if taken prior to beginning to work as a center director; **or**
- An associate degree in early childhood education or child care from an institution of higher education; **or**
- A bachelor degree in early childhood education from an institution of higher education or license from WI DPI to act as a kindergarten, pre-kindergarten or early childhood (regular or special education) teacher; **or**
- A certificate from The Registry indicating the person is on Registry Level 14 or above.

### **Additional Qualifications:**

- A minimum of three years work experience in non-profit agency, with at least two years management and operations experience; or an equivalent combination of experience.
- Considerable knowledge of: the mission, objectives, policies, programs and procedures of Boys & Girls Clubs; of the principles and practices of non-profit organizations.
- Demonstrated ability to organize, direct and coordinate operations; in personnel supervision, the recruitment and retention of key personnel; facilities management; and budget management.
- Strong communication skills, both verbal and written.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. The Interested individuals are invited to submit their **resume, cover letter, and three personal references** via mail or email to:

### **Human Resources**

C/o Club Director Staff

1818 W. Beltline Hwy

Madison, WI 53713

Phone: (608) 257-2606

Email: lrowell@bgcdc.org