



**BOYS & GIRLS CLUB**  
OF COLLIER COUNTY

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<b>Title:</b>	Club Director
<b>Reports To:</b>	Chief Operating Officer
<b>Salary Range:</b>	\$55,000 - \$65,000 Commensurate to Experience

## Job Summary

Reporting to the Chief Operating Officer, the Club Director is a key member of the management team. The individual will be responsible for Club operations, academic success, healthy lifestyles, and good character and citizenship programs and strategies for the Boys & Girls Club of Collier County Nichols Club in Naples. A successful candidate will lead and inspire staff and Club Members to achieve more and ensure youth activities are centered around our core areas and are FUN!

## Key Responsibilities

- Oversees Club operations and programs with primary concern for a comprehensive, fun, outcome-driven program and service delivery, program development and implementation; staff development; supervision of assigned staff; facilities; and budget management. Directly oversees full-time staff including Program Coordinators and Membership Manager.

## Leadership

- Oversee the implementation and delivery of operations, programs, services, and activities for our Club that facilitate the achievement of Youth Development Outcomes.
- Builds a strong working team at the Club with staff empowered to achieve program objectives and outcomes.
- Assists with curriculum creation and design that engages young people in fun, meaningful, outcomes-driven programming.
- Ensures that all programmatic and operational data required by the organization is being collected, tracked, and accurately reported in a timely manner.
- Assists in recruiting, managing, and engaging staff and volunteers.
- Establishes and maintains organizational-wide program goals and settings that ensure the health and safety of members, with an emphasis on academic success, healthy lifestyles, and good character and citizenship.
- Ensure that site staff understands and effectively communicate standards of program; that they ensure program areas are safe, organized, attractive, well run, and welcoming. Additionally, Club equipment is maintained in good working condition.
- Ensure that quality staff is in place to provide correct youth/staff ratios and that a good range and variety of quality programs are provided for members of all ages.
- Demonstrated ability to be results-driven, resourceful, and able to ensure accountability while driving the vision and purpose of the organization.
- Demonstrated ability to supervise newer professionals in the field while successfully developing their talent.
- Advanced level of analytical and problem-solving skills.
- Comprehensive leadership skills, including strategic mindset/thinking, problem-solving, quality decision making, delegation, and continuous quality improvement.



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### **Training**

- Ensure that a quality orientation and training program is in place and implemented for every program staff member. Training will include, but not be limited to, safety, organization policies, procedures & philosophy, Boys & Girls Club programming, and core services, youth development strategy, effective guidance, program planning, reporting, access to bgca.net and BGCA Spillet University.
- Ensure that a year-round training calendar is created and carried out that meets the operational/program needs of the organization for effective delivery of services.
- Ensure that all training is recorded for each staff member.

### **Strategic Planning**

- Oversee the identification and evaluation of opportunities to improve program effectiveness on the basis of participation and achievement of stated goals and recommends modifications to improve Club performance.

### **Resource Management**

- Ensures that the Club's programs and activities are operated within established budgetary guidelines.
- Oversees proper record-keeping and ensures that all programmatic and operational data required by the organization is being collected, tracked, and accurately reported in a timely manner.

### **Partnership Development**

- Develop collaborative partnerships with other youth-serving organizations, members, parents, families, and community organizations in order to enhance program and community.

### **Marketing and Public Relations**

- Increase the visibility of Club programs via announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, and media releases in conjunction with the Resource Development office.

### **Experience & Qualifications**

- Bachelor's degree from an accredited college or university. A Master's degree is preferred.
- A minimum of five-years of work experience in a Boys & Girls Club or similar organization creating, planning, and supervising activities based on the developmental needs of young people.
- Considerable knowledge of the mission, objectives, policies, programs, and procedures of Boys & Girls Clubs; of the practices and principles of non-profit organizations.
- Group leadership skills, including an understanding of group dynamics.
- Strong communication skills, both oral and written; ability to speak effectively and persuasively to groups and individuals, demonstrates resiliency, and instilling trust in others while developing a culture of caring.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.



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- Ability to establish and maintain effective working relationships with Club staff, subordinates, Board members, community groups, and other related agencies.
  - Demonstrated organizational, staff, and project management abilities.
  - Bilingual English/Spanish or English/Creole a strong plus.

## Relationships

### Internal

- Maintain close, daily contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions: instruct, and advise/counsel.

### External

- Maintain positive contact with external community groups, schools, member's parents, and others.

## Additional Job Specifics

- Other duties as assigned by the CEO and COO.

## Education

Four-year degree in a related field from an accredited college or university.

## Compensation

Compensation will be competitive and commensurate with experience. A comprehensive benefits package is provided. Salary range for this position is firm at \$55,000 - \$65,000.

## To Apply

Qualified interested candidates will send cover letter and resume to the Human Resources Dept. at [hr@bgccc.com](mailto:hr@bgccc.com).

## 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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

## EOE/DFWP/SFWP