



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Club Director
Reports To:	Vice President of Program Operations
Salary Range:	\$60,000 - \$65,000 based on experience
Job Location:	Days will be split between Clubs in Naples and Immokalee based on schedule

Job Summary

Reporting to the Vice President of Program Operations, the Club Director is a key member of the programs management team. The individual leads, manages, directs, and monitors overall daily operations of our Clubs with the primary concern for program and service delivery and outcomes. This person directly supervises Club Program Directors (2) and Club Membership Managers (2) and will also be responsible for recruiting, training, developing, and retaining our part-time Youth Development Professionals (YDPs).

This position is a split position with travel between our Clubs in Naples and Immokalee on a schedule agreed upon with the Vice President of Program Operations.

Key Responsibilities

Club Leadership and Strategic Planning

- Communicates, implements, and enforces the organization's operational policies and procedures. Evaluates opportunities to improve Club operations; design and communicate strategies to implement improvements.
- Plans for and ensures the environment, programs, and services prepare youth for success. Ensures programs delivered result in desired outcomes.
- Seeks optimum use of Club facilities; maintains a safe and welcoming atmosphere anticipates leaders' needs and provides resources to fulfill the organization's mission, vision, and strategic plan.
- Analyzes and reviews Club's membership levels and average daily attendance and develops and implements strategies to increase membership in order to reach maximum capacity. Plans and takes actions required to obtain community and volunteer support.
- Ensures Human Resources policies and procedures are communicated and followed, including those on recruiting, compensation, benefits, and employee relations.
- Handles crisis situations and takes action to resolve conflicts, disputes, and/or concerns of leaders, Club members, volunteers, and parents.
- Demonstrates an ability to describe, and interpret program evaluation methods, and creates action plans based on results.

Club Management & Development

- Provides direct and indirect supervision to part-time professionals and recognizes accomplishments. Develops agenda and conducts regular leader meetings.



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- Develops performance objectives for direct reports; monitors performance, provides ongoing and periodic feedback on performance; ensures same activities are followed by Club management. Utilizes interns and volunteers to support Club initiatives.

Club Programs & Services

- Ensures designated and daily year-round and summer programs are delivered, that programs meet stated objectives, member needs, and interests, and are organized and engaging; monitors programs and collaborates with leaders to plan and implement improvements.
- Implements procedures to measure and report outcomes.
- Ensures Club's special events and field trips are properly planned and supervised.
- Collaborates with Vice President to monitor and control expenditures. Approves Club's expenditures to authorized level and ensures expenditures considered costs and best value.

Community Relations & Collaborative Partnerships

- Participates in activities to maintain favorable public relations for Club's programs and services.
- Develop collaborative partnerships with other youth-serving organizations, members, parents, families, and community organizations in order to enhance program and community.
- Implements strategies to track and report grant deliverables. Monitors grant implementation performance to ensure compliance.

Club Facility and Property

- Communicates and enforces organization's policies, procedures, and standards with regard to upkeep, usage, and maintenance of buildings, grounds, vehicles, and equipment; monitors same for compliance.
- Plans and takes action to ensure Club is safe, attractive, and well-maintained. Plans and takes action to ensure Club's building, equipment, and grounds are maintained with repairs accomplished in a timely and cost-effective manner.
- Observes members and work with leaders to correct unsafe behaviors, enforce safety rules, and communicate safety guidelines. Ensures emergency procedures are implemented and followed and takes actions to prevent accidents.

Administrative

- Ensures information and other data maintained on programs, membership, etc. are accurate and timely.
- Responds to operational needs for information to support resource development initiatives by creating, maintaining, and preparing appropriate records and reports.
- Perform other duties as assigned

Experience & Qualifications



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The successful candidate will have a minimum of 5 years experience in a Boys & Girls Club or similar organization at a professional level where knowledge, experience, and competency in the above key roles were acquired. Demonstrated ability to plan, organize, and direct youth development operations. Ability to recruit, supervise, train, and retain key employees. Ability to handle crises and resolve conflicts, disputes, or concerns in the Club among leaders, Club members, volunteers, and/ or parents. The successful candidate will also be highly flexible and willing to work in a fast-paced environment.

Bilingual English/Spanish or English/Creole a strong plus.

Additional Qualifications

As a person you are:

- A passionate and high-energy champion of kids— you love building opportunities for success for young people and bring versatile development knowledge and skillsets.
- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

Education

Bachelor's degree in Education or related field is required.

Compensation

\$60,000-\$65,000 commensurate with experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave.

To Apply

Qualified interested candidates please send resume to the Human Resources Dept. at 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