



Title:	Club Director
Salary Range:	\$58,000 - \$62,000 Commensurate to Education and Experience
Reports to:	Vice President of Program Operations
Job Location:	Nichols Club, Naples

Job Summary

The Club Director directly oversees all operations of the Nichols Club and is expected to provide high-level leadership and oversight. The Club Director is ultimately responsible for management of the team, program delivery and outcome measurement, strategic partnerships, and safety. The Club Director provides vision, leadership, and execution of Boys & Girls Club of Collier County's strategic plan goals. The Club Director is responsible for developing and maintaining a strong Club culture (positive, aspirational, safe, and developmental), with staff, youth members, families, and external partners.

Work hours alternate with Program Director and will be 9am-6pm or 10am-7pm.

Key Responsibilities

Staff Management & Leadership

- Reinforce Boys & Girls Club of Collier County's values within the Club and in the community.
- Develop, model and re-enforce a strong Club culture with staff and youth members.
- Provide leadership and vision to the team through effective team meetings, staff retreats, and supervision meetings.
- Directly supervise 2-3 direct programs and services full-time staff.
- Ensure the Club has a strong staff team, capable of providing outstanding services to young people every day.
- Ensure successful execution of Club goals for total youth served, average daily attendance, and program requirements.
- Ensure a strong system for accountability is in place for data collection and management at the Club.
- Plan and facilitate weekly team meetings, in collaboration with the Program Director.
- Ensure that all staff's goals are in line with the organization's strategic plan and are being tracked for successful completion.
- Collaboratively develop and lead implementation of the Club's marketing plan to ensure membership and ADA goals are reached.
- Ensure the Club is adhering to high standards of maintenance, safety, and cleanliness through participation in the organization's Safety Committee.
- Attend and support larger Boys & Girls Clubs of Collier County special events.
- Ensure the Clubhouse has a strong positive discipline model and approach to youth development, engaging families as needed as main point of contact for all Club discipline issues.
- Ensure strong staff development and training for the team, in collaboration with the Program Director and Vice President of Program Operations.



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- Implement strong risk management procedures, including ensuring that the Clubhouse is adhering to organizational expectations for closing procedures, safe ratios, facility, and vehicle maintenance, etc.
 - Establish and maintain effective working relationships with Clubhouse staff, senior leadership, parents, youth, community groups, and other related agencies.

Strategic Partnerships and Collaborations

- Develop and maintain strong working relationships with local law enforcement, principals of schools, and local community-based organizations.
- Develop, assess, and maintain Clubhouse partnerships that lead to increased average daily attendance, deepening and/or diversity of programs, and/or an increase in capacity through effective use of partner agencies or volunteers.
- Ensure a high-quality experience for all volunteers as one of the main points of contact from Programs Team.

Resource Management

- Collaborates with Vice President of Program Operations to monitor and control expenditures. Approves Club's expenditures to authorized level and ensures expenditures considered costs and best value.
- Serve as an active partner with the Development Departments by assisting in tours, Club member and family stories, etc.
- In collaboration with Community Engagement Manager, Vice President, and Programs team, implements strategies to track and report grant deliverables. Monitors grant implementation performance to ensure compliance.
- 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.

Experience & Qualifications

- Five years of experience in a leadership capacity at a social service or education related organization, with proven success in staff management, operations, and community relations.
- Demonstrated ability to effectively communicate, manage, lead, and motivate a team.
- Leadership skills, including negotiation, problem solving, decision making, delegation.
- Ability to handle crises and resolve conflicts, disputes, or concerns in the Club among leaders, Club members, volunteers, and/ or parents.
- Excellent oral and written communication skills.
- Red Cross/CPR certification within 90 days of employment.
- Understanding of and deep appreciation for the mission, vision, and values of Boys & Girls Club of Collier County.
- 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:

- Passionate and high-energy— you love building connections between departments, ensuring organizational success through the accomplishment of financial goals.
- Highly organized and self-motivated— 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

\$58,000 - 62,000 commensurate with education and experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave, and performance-based bonuses.

To Apply

Qualified 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