



## POSITION DESCRIPTION

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**Title:** Site Director  
**Reports To:** Executive Director  
**Status:** Exempt Full Time

**As a leader for BGCWCW it is vital to our continued success that we uphold the mission of organization to its greatest standard by evoking integrity and excellence in everything we do.**

### **Primary Function:**

Directs/manages overall daily operations of the Club site with the primary concern for facilities management, safety, program integrity, membership administration, supervision of staff and volunteers, and community relations.

### **Secondary Function:**

Resource development and community event(s) support

### **KEY ROLES (Essential Job Responsibilities):**

#### ***Operational Leadership***

1. Maintain organizational safety and wellness as a high priority by following the organizational safety programs and policies, thus mitigating risk and improving overall productivity and success of our programs with safety at the forefront.
2. Establish site programs, activities and services that prepare youth for success and that create a club environment that facilitates achievement of Youth Development Outcomes.
3. Recruit, develop and supervise staff and volunteers
4. Secure, manage and provide career development opportunities for Club staff and volunteers. Conduct regular staff meetings.

#### ***Strategic Planning and Resource Management***

5. Plan, develop, implement and evaluate Club Site overall programs, services and activities to ensure they meet stated objectives and member needs and interests. Compile regular reports reflecting all activities, attendance and participation.
6. Manage Club site's financial resources in regard to allocated staff time and program supplies, assist in the development of annual budgets and controlling expenditures against budget.
7. Assist in the development and execution of the Organization's strategic plan.
8. Encourage and support effective Community Advisory Council (CAC) roles and functions, acting as liaison to the Club site and CAC. Create appropriate reports and work in tandem with CAC chair to create agendas.
9. Ensure administrative and operational systems are in place to maintain the operation of the physical properties and equipment of the Club, including use of facilities by outside groups.

#### ***Community Relations and Partnerships***

10. Manage compliance of grants and initiatives, including National Youth Outcome Initiative, Office of Juvenile Justice Programs (OJJDP) Mentoring, United Way Grants, Child and Adult Care Food Program, etc.,
11. Develop partnerships with parents, community leaders and organizations including the School District, bus company, service clubs and local government.
12. Serve and engage on/in commissions, committees and special project initiatives that are relevant to Boys & Girls Club mission and scope including the Club site's annual gala and CAC operations committee.

### ***Marketing and Public Relations***

13. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
14. Attend local events, fairs and other community-based proceedings to represent and advocate for the Club.

### **ADDITIONAL RESPONSIBILITIES:**

1. Assist organizational leadership team with skill specific tasks.
2. Purchase of approved supplies and equipment.
3. Work with staff on special events to carry out programs in all departments.
4. Exercise authority in problems relating to members; utilize guidance and discipline plan.
5. Additionally, other duties assigned.

### **RELATIONSHIPS:**

Internal: Maintains close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Maintains contact with Community Advisory Council. Has regular contact with members as needed to discipline, advise, and counsel.

External: Maintains contact with external community groups, schools, members' parents, and others to assist in resolving problems and to publicize Club.

### **POSITION REQUIREMENTS AND SKILLS/KNOWLEDGE REQUIRED:**

- Two year degree from an accredited college or university, or equivalent experience.
- A minimum of three years' work experience in a Boys & Girls Club or similar organization supervising/directing staff and doing community development preferred.
- Demonstrated ability in personnel supervision, facilities management, and the recruitment and retention of key personnel.
- Strong communication skills, both oral and written.
- Ability to recruit, train, supervise, and motivate staff and volunteers.
- Ability to deal effectively with members including problem solving and discipline.
- Working knowledge of budget preparation, control, and management.
- Demonstrated ability in working with young people, parents and community leaders.

Must be at least 18 years old.

Must have a valid driver's license with a good driving record, and reliable transportation.

Physically fit to perform the job functions including the ability to stand, squat, bend, lift and walk for a long duration.

#### **Disclaimer:**

The information presented in this description indicates to be general in nature and an indication of the level of work expected of employees in this classification. It is not intended to be a comprehensive inventory of all duties, responsibilities, qualifications, or objectives required of employees assigned to this position.

The Boys & Girls Clubs of West-Central Wisconsin is an equal opportunity employer, including disability/vets.

**Signed by:**

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**Incumbent**

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**Date**

**Approved by:**

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**Executive Director**

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**Date**