



POSITION DESCRIPTION

TITLE: Branch Director

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Management/ Programs

REPORTS TO: Operations Director

Exempt

PRIMARY FUNCTION:

Directs/manages overall daily operations of a designated branch of the Boys & Girls Clubs of the Northland with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration.

KEY ROLES (Essential Job Responsibilities):

Leadership

Establish Branch programs, activities and services that prepare youth for success and that create a Club environment that facilitates achievement of Youth Development Outcomes.
Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
Exercise authority in problem relations to members and staff, utilizing guidance and discipline plan.
Provide exemplary leadership for staff through open communication, regular staff meetings and daily actions.

Strategic Planning

Plan, develop, implement and evaluate Branch's 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.

Resource Management

Manage Branch financial resources assisting in the development of annual budgets. Control expenditures against budget.
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. Ensure compliance with organization policies.
Recruit, manage and provide career development opportunities for branch staff and volunteers assisted by the Director of Operations. Conduct regular staff meetings.

Partnership Development

Develop partnerships with parents, community leaders and organizations.
Develop partnership with schools and other youth serving agencies.

Marketing and Public Relations

Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
Network with department and community to promote Club activities and programs

Supervision

Recruit, train and manage full-time and part-time staff; provide ongoing feedback; and identify and support development opportunities. Ensure a productive work environment.
Work as a team member, contribute to team meetings.
Manage your own time and resources; continuously develop your own knowledge and skills.

Support training of program staff and volunteers that facilitate Youth Development Outcomes.
Provide opportunities for culturally based programming.

ADDITIONAL RESPONSIBILITIES:

Purchase or approve purchase of supplies and equipment.
Work with staff on special events to carry out programs in all departments.
Oversee Branch operations; ensures the completion of required reports; and preparation of any required interagency reports (monthly reports, payroll, grant summaries, etc.) in a timely manner.
Coordinate master schedule of all after school activities, education, sports, and fitness programs.
Ensure the consistency of hours of operation for the site.
Attend Director's meetings.
Required to drive Club van.
Assume other duties as 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. Has regular contact with members as needed to discipline, advise, and counsel.

External:

Maintains contact with tribal community and government groups, community groups, schools, members' parents/guardians and others to assist in resolving problems and to publicize Club.

SKILLS/KNOWLEDGE PREFERRED:

Four-year degree from an accredited college or university, or equivalent experience.
A minimum of five years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.
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 discipline problems.
Working knowledge of budget preparation, control, and management.
Working knowledge of grant preparation, reporting, and solicitation.
Ability to work independently.
Demonstrated ability in working with young people, parents and community leaders.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

High energy level, comfortable performing multi-faceted tasks in conjunction with the day-to-day activities. Superior interpersonal abilities. Ability to get along with diverse personalities, tactful, mature and flexible. Good reasoning abilities and sound judgment. Excellent oral and written communication skills.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Chief Professional Officer **Date**