



**BOYS & GIRLS CLUB**  
OF BURBANK AND GREATER  
EAST VALLEY

**Job Description:**

**Title:** Unit Director (Beyond the Bell/LAUSD Site)

**Education:** High School Diploma, some college (with focus on childhood education) preferred

**Reports To:** Manager of Enrichment Sites

**Hours:** Monday-Friday, 12:30pm-6:00pm, additional hours may be required to meet job responsibilities

**Pay:** \$22 per hour

**PRIMARY FUNCTION:** Oversees program at school site; plans, implements and evaluates all programs and activities in the five core areas; providing supervision and control over members; managing staff and volunteers; ordering and maintaining supplies and equipment; disciplining members when necessary; maintaining the relationship and communication with school administration and faculty as well as Beyond the Bell.

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

**Prepare Youth for Success**

Create an environment that facilitates the achievement of Youth Development Outcomes:

- Promote and stimulate program participation
- Participate in new club orientation process
- Provide guidance and role modeling to members
- Promote safety of members, quality in programs and appearance of site at all times.

**Program Development and Implementation**

Effectively plan, organize and implement a range of program services and activities for members.

- Initiate Boys & Girls Club programs and new programs with the approval of the Program Director.
- Make recommendations concerning the development of programs
- Provide program reports and keep attendance records
- Oversee that all supplies are stocked and in good condition, working closely with the Program Director to order and purchase supplies and maintains an organized and tidy work area, working within the allocated budget.
- Promote and stimulate program participation; recruit and register new members and participate in their club orientation process.
- Assist in the recruitment, training and monitoring of staff and volunteers.
- Attend meetings and trainings as necessary.
- Is responsible for reporting attendance and expenses for site.

**Supervision**

- Train and supervise part time staff and volunteers to work efficiently
- Hold staff accountable for goals and objectives

**Administration**

- Responsible for maintaining compliance with FPM

- Responsible for reporting and entering attendance to Beyond the Bell, BGC Carson Collaborative, and BGC Burbank
- Administer & Participate in outcome measurement processes and other evaluation programs, including BGCA's annual National Youth Outcomes Initiative, Beyond the Bells Continuous Quality Improvement (CQI).
- Manage budget and report expenses monthly

**ADDITIONAL RESPONSIBILITIES:**

- Participation or leading special programs and/or events
- May be required to drive Club van, (depending on driving record and age).
- May be required to work outside scheduled hours
- Will need to visit other sites and work with Site Coordinators and/or Principals

**RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer), Club members, and Program Director to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

**External:** Maintains contact with School principal, teachers, members' parents, outside community groups and others to assist in resolving problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- \* Bachelor's degree preferred, or a minimum of 60 credits
- \* Experience working with youth ages 7-17.
- \* Knowledge of youth development.
- \* Ability to supervise and control large groups of children at a given time.
- \* Ability to motivate youth and deal effectively with behavior problems.
- \* Ability to deal with the general public.
- \* Strong communication skills both with staff and members and School administration.
- \* Ability to plan and implement quality programs for youth.
- \* Ability to organize and supervise members in a safe environment.
- \* Positive attitude and disposition.

**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.