



**BOYS & GIRLS CLUBS  
OF OKLAHOMA COUNTY**

**AREA DIRECTOR**

The Area Director is responsible for directing/managing overall daily operations of more than one designated Site/Unit with the primary concern for programs and service delivery, supervision and training of staff, facilities management, community relations and membership administration. The Area Director is responsible for implementing and carrying out the mission, purpose, goals, and objectives of Boys & Girls Clubs of Oklahoma County; and assisting in community relations, development campaigns, special events, projects, and other activities that relate to the overall well-being of the organization. The Area Director advises and assists the Site/Unit Director in the areas of volunteers, facility management, personnel issues, and programs. This position reports to and receives work direction from the Vice President of Operations.

**KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):**

- Have an unwavering commitment to safe and high-quality delivery of operations, programs, services, and activities.
- Provide leadership and direction to Club Directors in the management of their designated sites; keep the designated sites advised of any issues.
- Ensure an environment that facilitates achievement of Youth Development Outcomes, with overall responsibility for safety of properties and equipment, cleanliness, and attractiveness.
- Ensure quality improvement of programs by conducting program evaluations.
- Ensure compliance with all grant requirements and provide accurate and timely data as needed for grant reporting.
- Ability to develop curriculum as needed for summer school program.
- Ensure administrative and operational systems are in place, overseeing the maintenance and operation of the physical properties and equipment of the designated Clubs, including use of facilities by outside groups.
- Develop & maintain positive professional relationships and partnerships with community leaders and organizations, as well as parents, teachers, principals & other school personnel. This includes the Regional Food Bank.
- Represent the organization and interpret its objectives, standards, and programs to community partners.

- Maintain public relations in accordance with standards set by Club leadership, promote and stimulate memberships with the Clubs.
- Maintain close, daily contact with Club staff to interpret and explain organizational mission, program objectives, and standards, discuss issues, and provide/receive information.
- Maintain contact with parents and members as needed to discipline, advise, and counsel.
- Help with special events including volunteer activities, club donations and special guests.
- Maintain contact with external community groups, schools, members' parents, and others to assist in resolving problems and to publicize the Clubs.
- Work well as part of a team as demonstrated by respectful interactions, assuming fair share of work, communicating directly (avoiding gossip), and approaching constructive criticism with a learning attitude.

*Supervision:*

- Ensure a productive work environment by conducting and participating in weekly staff meetings and trainings.
- Provide ongoing feedback and identify/support professional development opportunities.
- Promote staffs' (including volunteers) ability to provide guidance, discipline, mentoring and role modeling to all members.
- Closely monitor and approve staff time sheets to ensure an accurate payroll submission.

*Program Impact/Reporting:*

- Support sites to plan, develop, and evaluate programs, services, and activities to ensure they meet stated objectives, member needs and interests.
- Compile regular reports reflecting all activities, attendance, and participation.
- Conduct surveys with teachers, parents, and members at the end of each semester in order to evaluate the impact of programs.
- Provide data required by grant commitments.

*Resource Management:*

- Ensure site programs, activities and services that prepare youth for success and create a club environment to achieve Youth Development Outcomes.
- Ensure administrative and operational systems run smoothly and maintain a safe and clean facilities.

- Ensure that the Boys & Girls Club youth development strategy is implemented and rules and policies are enforced. Ensure programs, services and activities prepare youth for success, always promote safety of members and quality and consistency in programs.
- Establish, maintain, and supervise a well-organized, clean and safe environment conducive to a productive youth development, learning and working environment.
- Maintain accurate financial reconciliation files in compliance with requirements of the financial policies and procedures.

#### **ADDITIONAL RESPONSIBILITIES:**

- Heavy administrative duties will be required of this position: Parent/Guardian contact, enrollment forms, grant compliance and reporting, and reporting/relationship management with the Regional Food Bank.
  - Some weekend events are required.
  - Exercise authority in problems relating to members & staff; utilize school guidance & discipline plan.
- Assist and occasionally oversee special programs and/or events. Participate in the implementation of other activities, if necessary.
- Assume other duties as assigned.

#### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's Degree with Youth Development emphasis required.
- Minimum of ten years' supervisory experience in a Youth Development related field.
- Ability to learn and implement Boys & Girls Clubs Policies and Procedures
- Experience in overseeing more than one location, including staffing, budget management, grants management, and problem/conflict resolution.
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organization, staff and project management abilities.
- Ability to supervise and motivate staff and volunteers.
- Ability to plan and implement quality programs for youth.

#### **SKILLS/KNOWLEDGE PREFERRED:**

- Elementary/Secondary Education degree

- Prior Boys & Girls Club Experience.
- Program & Budget Management
- CPR and First Aid Certifications
- Multilingual

**PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

- The job requires working, standing, bending, turning, reaching, talking, listening; works in a clean, well-lighted, heated, and ventilated building. On occasion, must work outside.
- Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities,
- and effectively communicate with a variety of audiences in various settings.

**Job Type: Full-time**

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Paid time off
- Vision insurance

**Interested applicants should send a resume and cover letter to Yolanda Roberson, HR Director, at [yroberson@bgcokc.org](mailto:yroberson@bgcokc.org).**