

Position Title: **Assistant Club
Director- Emphasis in OJJDP Mentor
Program**

Department: Downtown Unit

Reports to: Club Director

Posting Date: 08/01/2020

Closing Date: open until filled

Status: Non-Exempt Full-Time Position

Pay Range: \$20-\$24/ hour

Days: Monday- Friday with some Saturdays

Hours: 40 hour per week

Benefits: Yes

Primary Function:

The Assistant Club Director works with the Club Director to oversee the daily operations of the Unit, with primary concern for membership promotion, volunteer engagement and income accountability. The Assistant Club Director assumes full responsibility for the Club in the absence of the Club Director. This position has an emphasis in the OJJDP Mentor Program, as the assistant club director will also be responsible for the OJJDP Mentor Program.

Key Job Responsibilities:

- Implement Mentor Program and meet deliverables for OJJDP Mentoring Grant.
- Collaborate and partner with other nationally recognized mentoring agencies to recruit, train and supplement existing mentoring program
- Submit program reports in timely manner (quarterly) via Online Program Reporting System; review reports with Director at least 1 week prior to due date
- Track and report mentor and mentee hours in the Clubs Member Tracking System.
- Organize, plan and implement mentor training, parties and recognition in collaboration with partnering agencies.
- Provide guidance to volunteer mentors as they work to build supportive relationships with our club members.
- Recruit and train volunteers to fill vacant positions.
- Exercise authority in problems relating to members, staff, parents, and the community; utilizing the guidance and discipline plan.
- Reward positive member behavior and mentor youth during critical development stages.
- Attend regular Staff meetings monthly.
- Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are maintained.
- Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information in support of the Club Director.
- Maintain regular contact with members, staff, parents, and local school aids as needed to discipline, advise, and counsel.
- Develop partnerships with parents, community leaders and organizations.
- Create and communicate volunteer opportunities as needed and requested.
- Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.
- Actively engage and participate as needed in community council meetings, club events, and fundraisers.
- Track and manage all aspects of facilities rentals.
- Track daily income and expenses including donations, payments, and snack shack cash boxes.
- Prepare and make daily deposits.
- Track all facilities rental income and balances.
- Submit invoices pertaining to programs; communicate with parents regarding outstanding balances.
- Ensure all member data is entered properly including confidential information, payments plan, and survey information.
- Ensure Youth Development Staff are entering daily attendance and tracking all incidents, accidents, mentoring, etc.
- Work alongside Club Director to implement best practices and procedures throughout the Club on a daily

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basis.

- Support daily program schedule to create organization and structure within the Club.
- Schedule and facilitate field trips and activities.
- Maintain Club vehicles to ensure safety of drivers and passengers.
- Organize and supervise field trips and out-of-Club activities to ensure member safety.
- Create and consistently update monthly programs, calendars, reports, flyers, and other Club graphic design visuals.
- Assist in Club fundraising, event planning, and special event execution.
- Organize in-Club events such as Gold/Silver Card ceremonies, special member events, and weekly assemblies.
- Obtain ServSafe California Food Handler Assessment certification to facilitate healthy and sanitary eating practices within the Club.
- Attend additional trainings and receive continuing education to improve Club practices.
- Work with staff to ensure BGCA programs are properly executed throughout all departments.
- Track and review member data, statistics, and updates.
- Prepare Club and members for unpredictable disasters by creating emergency plans and executing drills.
- Implement and oversee Saturday programming. Emphasis on providing quality Saturday programming and implemented targeted weekend outreach.
- Create and update weekly staff schedules
- Support non-Club programs (UCSB programs, community programs)
- Support athletic program
- Stock, maintain, and manage snack shack food items and funds
- Maintain and update CPR/First Aid certification.
- Oversee and execute with authority all club policies and programs in the Club Director's absence.
- Other duties as requested.

Qualifications:

- Four-year degree from an accredited college or university, or equivalent experience.
- A minimum of two years' work experience in a Boys & Girls Club or similar organization overseeing daily operations.
- Strong communication skills, both oral and written.
- Ability to deal effectively with members including discipline problems.
- Demonstrated ability in working with young people, parents and community leaders
- Ability to meet deadlines.
- Skills in fund-raising events.
- Valid driver's license and ability to obtain Class B license with Youth Bus endorsement.
- Bi-Lingual preferred.
- Cleared background check/drug screen.

Physical Requirements/Work Environment:

Typically works in an indoor and outdoor environment with frequent walking excursions. Ability to lift at least 20 pounds. Ability to work with frequent interruptions and changes in work priorities, ability to prioritize tasks, ability to maintain confidentiality.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Supervisor Signature

Date

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The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

