



## NOTICE OF JOB VACANCY

**Posting Number: 03-18**

**Date Posted: 12 January 2018**

**Job Title: Branch Director**

**Locations: Prichard Club at Whitley Elementary School**  
528 Capt Leon C. Roberts Street, Prichard AL 36610

**Hours: Full Time**

**Salary Range (Annual): \$32,000 - \$48,000**

This position is exempt from the Fair Labor Standards Act.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Gilliard Club at Gilliard Elementary, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

### **PRIMARY FUNCTION:**

Direct and manage overall daily operations of the designated Branch, and satellite sites, with the primary concern for programs and service delivery. Supervise and train staff, manage facilities, develop and manage budget, member safety, community and corporate relations, volunteers and membership administration. Engage advisory council.

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

#### **Leadership & Outcomes Management**

1. Establish, monitor and evaluate Branch programs, activities and services that prepare youth for success that create a club environment that facilitates achievement of youth development outcomes.
2. Develop partnerships with parents, community leaders and organizations.
3. Develop and maintain public relations and recruitment efforts to increase the visibility of programs, services, the number of children participating in activities within the Club and the community.
4. Ensure a healthy and safe environment, ensuring facilities, equipment and supplies are well maintained.

## **Resource Management**

5. Contribute to the planning and implementation of the organizational Strategic Plan to include the development of annual Branch goals (fundraising, membership, recruitment, retention, attendance and programming).
6. Develop and manage annual budgets and control expenditures against budget.
7. 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.
8. Develop and implement Branch fundraising strategy in alignment with development goals.
9. Ensure compliance with organizational policies.

## **Skill Development**

10. Recruit, manage and provide career development opportunities for Branch staff and volunteers.
11. Develop staff skills in program development and implementation, outcome management, fundraising, and membership development.

## **Advocacy and Communications**

12. Provide resource development support/plan for Branch and sites.
13. Manage communication and issue resolution between Branches, sites and Senior Management
14. Advise and assist resource development department in the alignment of Branch operations with corporate strategy implementation.
15. Work with Chief of Operations and Chief Executive Officer to implement and support Advisory Council fundraising/development strategies (with prior approval).

## **Additional Responsibilities:**

16. Purchase or approve purchase of supplies and equipment.
17. Work with staff on special events to carry out programs in all departments.
18. Participate in training, Branch staff meetings and Professional Development and In-service days.
19. Temporarily fill in at other Clubs when necessary due to critical staffing requirements.
20. Assist the Branch Team in maintaining a clean and safe Club environment.
21. Exercise authority in problems relating to members; utilize guidance and discipline plan.

## **Skills/Knowledge Required:**

- Four year degree from an accredited college or university, or equivalent experience.
- A minimum of four 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.
- Ability to deal effectively with members including discipline problems.
- Working knowledge of budget preparation, control, and management.
- Skills in fund-raising events.
- Demonstrated ability in working with young people, parents and community leaders.

**Physical Requirements/Work Environment:**

Branch Director must be able to physically engage in any and all programming while supervising the program area and Branch.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to [www.bgcsouthal.org](http://www.bgcsouthal.org) to the job announcement page. Download the Application for Employment. Complete the application and send via email to [cmiller@bgcsouthal.org](mailto:cmiller@bgcsouthal.org) or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.