



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

JOB DESCRIPTION

Title: Club Manager-Legacy Site

Department: Operations

Supervisor: Area Director

Origination Date: 05/13

Revision: 08/13

FLSA: Exempt

Salary Grade: 24

Job Summary:

Responsible for the year round daily operation of a Boys & Girls Club Legacy Site with the primary concern for programs and service delivery, supervision of staff, facilities management, budget management, membership data/administration, and reports as needed.

Responsibilities:

- Organizes, directs and supervises the daily operations of a Club (Legacy Site), including staffing, program scheduling, work flow, building use and maintenance.
- Manages the Club staff and volunteers according to the policies and procedures developed by BGCGM.
- Maintain accurate documentation of Club operations and prepares timely reports.
- Implements the Club's loss control and risk management programs and reports accidents and losses.
- Inspects facility monthly and oversees maintenance and cleaning functions to assure proper upkeep of equipment and cleanliness of facility.
- Responsible for the Advisory Council including scheduling, recruiting, and leading the activities/members.
- Create and understand annual budget of \$500,000 or more. Monitors monthly budget reports for Club, take action upon discovery of a revenue or expense variance.
- Assures building security and the safety of staff, volunteers and members. Communicates emergency procedures to all using the facility.
- Ensure proper documentation of all issues and incidents related to facilities management.
- Manages and oversees Wisconsin Shares and other revenue subsidy programs.
- Responsible for the compliance and training requirements/regulations of YoungStar and State Licensing.
- Ensures compliance for program contracts including those with community partners, private and public funders.

- Use reporting tools for monitoring and tracking accountabilities related to Club programs and operations.
- Maintain a positive relationship with local police district, legislators, neighborhood associations and school associations.
- Hire, train, supervise and evaluate operations staff within the Club. Conduct regular meeting with staff to proper and timely communications.
- Responsible to ensure all BGCGM administrative policies and processes to include but not limited to Human Resources, Finance, Grants and Development & Marketing are adhered to at the Clubs.
- Responsible for ensuring Club achieves program targets, outcomes, revenue goals, contract obligations and community relations.
- Must participate in required trainings by the Club, County, State and/or funder.
- Responsible for monitoring staff training requirements and ensures staff attends required trainings.

Education Requirements:

- Associates Degree in Early Childhood /Childcare.
Or
- Bachelor's Degree.
- Bachelor's Degree in Early Childhood Elementary Education preferred.
- Bachelor's Degree to include 36 childcare related credits, 6 in supervision or personnel preferred.
- Bachelor's Degree and WI Childcare Administrative credentials preferred.
- Master's degree preferred.

Experience Requirements:

- At least 2 years of experience as child care teacher or center director of a licensed center.
- At least three years of public/non-profit management experience. Experience in managing partnerships, community engagement, and facilities.
- At least three years of proven experience in delivery of youth work programming for young people between the ages of 4-18.
- Considerable knowledge of the mission, objectives, policies, programs and procedures of the Boys & Girls Clubs of Greater Milwaukee.
- Within 6 months of hire:
 - CPR
 - First Aid
 - Suspected Child-Abuse Mandated Report Training (SCAN-MART) or equivalent.
 - Shaken Baby Prevention Training, if required.
 - Registry level 12 or higher, if required.

Skills:

- Fiscal management skills and the ability to create and monitor a budget.
- High level of creativity and problem solving ability. Demonstrated examples of managing through crisis.
- Advanced computer knowledge and ability to utilize excel and agency software for tracking budgets and attendance. Ability to learn and utilize new technologies and apply technology to communications, logistics and other key job tasks.
- Ability to manage a staff team of five or more.
- Must have a valid WI driver's license, good driving record, and meets state required automobile insurance minimums.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to touch, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

As an employee of BGCGM, I have read and understand the requirements of my job and responsibilities as stated in this job description. Further, I understand that my job duties as well as policies and procedures may change over the course of my employment.

Employee Signature

Date