



Boys & Girls Club of the Pikes Peak Region Job Description

Job Title: Branch Director

Reports to: Vice President of Operations

Weekly Hours: Full Time

Department: Operations

Operating Unit: Traditional Club

Prepared by: Human Resources

Pay Scale: \$17.00-\$19.50 per hour

Start Date: October 2022

Mission Statement: To empower every Club member, through safe and impactful experiences, to: graduate from high school with a plan for college or career, contribute to their community and live a healthy life.

Position Overview: Branch Directors are responsible for the overall operation of the Club. This includes the supervision of staff and members, maintaining a 1:20 adult to child ratio, administrative duties, and appearance/facility operations of the site.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed must be representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Manage branch staff and/or volunteers to ensure that interactions with members are appropriate and follow Boys & Girls Club standards of active supervision. Exercise authority in problems relating to members and staff; utilize guidance and discipline training. Submit incident/accident reports daily to the Operations Manager as needed.
- Conduct weekly Club meetings to update staff on organizational information, changes and to discuss staff feedback. Provide quarterly staff evaluations.
- Collect, review and approve staff timesheets, vacation requests and absence reports. Submit these to the Vice President of Operations as needed.
- Documentation and reporting of average daily attendance (ADA) to the Operations Manager.
- Collect payments from parents, keep record of payments received using receipt book, Vision data, and payment tracker. Input of charges and payments into Vision. Submit deposits to the Finance Dept. daily. Communicate with both parents and the Finance Dept. regarding past due balances. Submit Vending Machine deposit biweekly.



- Based on ADAs, submit weekly snack counts to Finance Dept., serve assigned snacks daily within required family style dining, record daily snacks served and submit monthly to Finance Dept.
- Submit all Military Youth Outreach Forms to the Finance Dept. as necessary.
- Run assigned programs/activities, document on a weekly basis and submit a monthly site report to the VP of Operations. Submit supply requests for everyday club functionality and activities if necessary to the VP of Operations.
- Implement and report requested grant-related data to the VP of Operations per supplied program curriculum, activities, forms and reports.
- Conduct quarterly inspections and deep cleaning of branch building (interior and exterior) and it's inventory. Submit repair or supply requests to VPO if necessary. Maintain cleanliness of the club by supervising and assisting staff with daily cleaning checklists. Maintain Van Operational Checklist and submit weekly to VPO.
- Assist with intake of In-Kind Club donations. Submit In-Kind forms to VPO.
- Assist the Development Dept. with scheduled club tours by outside groups such as donors, partnerships, or volunteers.
- Manage and assign to staff social media responsibilities including taking photos of daily activities and posting them to approved Boys & Girls Club social media websites. Maintain a current list of photo approved members.
- Create and maintain relationships with the schools in the area and sustain effective communication regarding recruitment, events, transportation, and closures.
- Provide transportation as needed daily or during special events via a fifteen-passenger van or similar.
- Help facilitate organizational, grant-related special events which include some days outside of normal business hours and weekends. Branch Director is notified by the VPO to which special events attendance is required.
- Complete training in Cardiopulmonary Resuscitation (CPR), First Aid (FA), Universal Precautions (UP) and Medication Administration (MA)
- Perform all other job-related duties as assigned.
- Summer Program duties will be assigned and vary.

Supervision Received:

Branch Directors report directly to the Vice President of Operations and receive quarterly supervision from the Vice President of Operations.

Supervision Exercised:

Branch Directors exercise joint supervision with Program/Group Leaders in regard to the members in order to keep a 1:20 ratio. However, Branch Directors may lead activities as the sole supervisory adult according to state regulations. Boys & Girls Club of the Pikes Peak Region expects all employees to uphold the best judgment and discretion at all times.

**Qualifications:**

1. Must have one of the following state licensing requirements:
 - a) A four (4) year college degree with a major such as recreation, outdoor education, education with a specialty in art, elementary, or early childhood education, or a subject in the human service field; or
 - b) Two years of college training and six (6) months (910 hours) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience, since attaining the age of eighteen (18), in the care or supervision of four (4) or more children; or
 - c) Three years (5460 hours) of satisfactory and verifiable full-time or equivalent part-time, paid or volunteer, experience and one of the following qualifications.
 - i. Complete six semester hours, or nine quarter hours in course work from a regionally accredited college or university; or
 - ii. 40 clock hours of training in course work applicable to school age children and the department- approved courses in injury prevention, and playground safety for School-Aged Child Care Centers within the first nine months of employment.
2. Must be 25 years or older, possess a valid driver's license with a clean driving record.
3. Passion for working with young people, parents, schools, and community leaders.
4. Ability to effectively supervise staff, manage a facility, recruit, and maintain retention of members.
5. Ability to effectively train and motivate staff.
6. Ability to deal effectively with members with behavioral problems.
7. Must be available during business hours 10:00am to 7:00pm Monday through Friday.
8. Must submit to and pass a drug test and background check.

Skills:

- Energetic, active and willing to take initiative
- Strong verbal and written communication skills
- Patience in the redirecting and mentoring of youth
- Adapts well to change and fast paced environments

Physical Demands and Work Environment:

Standing and walking for long periods of time, talking, hearing and physical activities such as daily cleaning, leading sport activities and light to moderate carrying duties. Childcare environment with moderate to loud noise. Includes indoor and outdoor.

Disclaimer:

The information presented indicates the nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees.



To Apply: Send your resume with position title in the subject line to mhenson@bgcprr.org.

About Boys & Girls Club of the Pikes Peak Region

The Boys & Girls Club of the Pikes Peak Region has served the community since 1888 – 134 years. Our organization is also the oldest Club west of the Mississippi River and the eighth oldest Club of more than 4,300 worldwide. During our 134-year history, our organization has devoted itself to providing the youth of the Pikes Peak Region with a safe place to learn and grow. We operate two after school youth development programs and four before & after school childcare programs in the Pikes Peak Region, serving approximately 1,400 youth with nationally acclaimed programming.