



Boys & Girls Clubs of Metro South
Job Description

TITLE: Unit Leader - Camp Riverside
JOB FAMILY: Program
FLSA STATUS: Non-Exempt - Seasonal
REVISED: January 2021

POSITION SUMMARY:

Under the direction of the Camp Riverside Executive Director, the Unit Leader is responsible for the Camp Riverside operations and staff supervision. Camp operations include but are not limited to, program development, program and staff management, overseeing all facets of youth and teen development, and the marketing and outreach for the facility. The Unit Leader will be responsible for the understanding and administration of the Clubhouse unit, fiscal budgets, program development, promotion, implementation, evaluation, staff scheduling, supervision, and to provide staff leadership to achieve Club goals. The Unit Leader should be self-motivated and able to work independently. Additionally, should be a strong team player as multiple other departmental Leaders assist with operations of Camp Riverside.

Specifically, the Unit Leader is responsible for three main program focuses of the Camp Riverside location including:

- Boys & Girls Clubs of Metro South Camp Riverside: a seasonal summer day camp that is home to well over 400 youth per day. This program is the driving force of this location and the Unit Leader serves as the Camp Leader of the Day Camp experience.
- Boys & Girls Clubs of Metro South Outdoor Adventure Center: an outdoor adventure center with emphasis on teambuilding, ropes, and adventure programming for private, public, and school-based training. The Unit Leader will be responsible for marketing, program development, and lead facilitation of adventure retreats. Additionally, they will be responsible for the marketing and coordination of seasonal rentals at the Camp Riverside location for both corporate and private outings.
- Boys & Girls Clubs of Metro South Freight Farm: a 320 Square foot hydroponic growing container. This mission centric effort helps to provide nutritious greens and other vegetables to our Kid's Café meals program and additional emergency feeding programs in the communities of Brockton & Taunton. The Unit Leader serves as the lead advocate, farmhand, and coordinator of program and produce distribution logistics.

ESSENTIAL FUNCTIONS:

Prepare Youth for Success

- Contributes to the overall Club mission of strengthening to nurture strong minds, healthy bodies, and community spirit through youth-driven, high-impact programs in safe and fun environments.
- Develops and directs high-quality relationship-based Club member strategies.
- Models relationship-building skills in all interactions with staff, members, volunteers, and the community.
- Establish Club program objectives consistent with organizational goals and mission.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members, especially pre-teens and teens, are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).

Program Development and Implementation

- Develops, maintains, and models collaborative relationships with community agencies in support of the Club.
- Effectively manage and coordinate the operations of the Club Unit including but not limited to the summer seasonal day-camp.
- Designs, delivers, and evaluates camp program that meets the needs and interests of the target populations and ensure their delivery in a safe and quality manner.
- Oversee and coordinate all adventure based programming including curriculum, safety standards, maintenance, and facilitation.
- Supports and ensures compliance with American Camp Association standards, and participates in the accreditation process.
- Assists organizations leadership team with developing short-term and long-term plans that support organizational goals and ensure the growth, quality, and service delivery of the Unit programs.
- Ensures compliance with state and local regulations as they relate to program areas, that Club program standards are met, and safety procedures followed.

Supervision

- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
- Responsible for developing, managing, and monitoring assigned operating budgets to meet or exceed targets.
- Ensures the implementation of the Club's risk management program to ensure safe facilities and programs for members, volunteers and staff.
- Addresses gaps in safety and maintenance of high-quality facilities, grounds, and equipment.
- Ensures all the policies of the organization are implemented, including financial, human capital, and program policies.

Marketing and Public Relations

- Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, media releases and social media.

Additional Responsibilities:

- Oversee special programs and/or events and/or participate in the implementation of other unit activities as necessary.
- Consult with parents concerning member and Club issues.
- Assist with administration duties associated with Club activities.

QUALIFICATIONS:

- Associate's or Bachelor's degree in human services, social services, business or equivalent.
- Three or more years of management experience, preferably in a Club, Summer Camp, or other nonprofit agency.
- Ability to direct camp operations through supervision of staff, development and monitoring of budgets, marketing, and program development.
- Experience in management and development of part-time staff; ability to recruit talent.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Strong communication skills, both oral and written

BOYS & GIRLS CLUB COMPETENCIES:

Mission and Community Oriented: Accepts and demonstrates Boys & Girls Club values. Works effectively with people with different backgrounds, abilities, opinions, and perceptions. Demonstrates a desire to serve others and fulfill community needs.

People Oriented: Seeks first to understand other person's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet and exceed goals and deliver a high value experience for members. Embraces new approaches and discovers new ideas to create a better experience. Makes sound judgment and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work, and actively participates in meetings. Supports fundraising, follows budgeting policies and procedures, and reports financial irregularities immediately.

Personal Development Oriented: Accurately assesses personal feelings, strengths, and limitations, and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change; seeks opportunities in the change process.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.