Unit Director-Camp Riverside

Description:

The Boys & Girls Clubs of Metro South was formed in 2019 through the merger of the Boys & Girls Club of Brockton (founded in 1990) and the Boys & Girls Club of Taunton (founded in 1902) in order to maximize our impacts in each respective community and bridge service gaps in our region.

Under the direction of the Taunton Clubhouse-Executive Director the Unit Director is responsible for the ongoing Camp Riverside year-round operations. Including program development, management, all facets of youth and teen development, and the marketing and outreach for the facility. The Unit Director will be responsible for the development 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 Director should be self-motivated and able to work independently. Additionally, should be a strong team player as multiple other departmental directors assist with operations of Camp Riverside.

Specifically, the Unit Director 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 Director serves as the Camp Director 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 Director 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 Director serves as the lead advocate, farmhand, and coordinator of program and produce distribution logistics.

Qualifications:

- 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.
- Experience or interest in farming, gardening, or hydroponic growing.
- Ability to direct total operations through supervision of staff, development and monitoring of budgets, marketing, and program development.
- Experience in management and development of staff; ability to recruit talent.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability to establish and maintain collaborations with community organizations.
- Strong communication skills, both oral and written.
- Demonstrated ability in working with young people, parents and community leaders.
- 7D License, CPR & First Aid Certifications, Concussion Training.
- Working knowledge of Microsoft Office (Excel, Word, PowerPoint, Outlook) required.
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.
- Ensure the evaluation of Club programs on a continual basis, including tracking outcome metrics; verify that programs/activities respond to member needs and address their gender and cultural diversity.
- Effectively manage and coordinate the operations of the Club Unit including but not limited to the summer seasonal day-camp, hydroponic freight farm, and retreat, rental and adventure-based programs and rentals.
- Designs, delivers, and evaluates year-round/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**

- Provides strong recruitment, development, and succession planning processes to insure the hiring, professional development and retention of high quality staff.
- 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.
- Provides feedback to Club strategic planning efforts and drives the annual operating plan of the Club.
- Works with Club leadership to set achievable operational and performance goals for assigned staff which are aligned with long term goals and strategies of the organization.
- Assists with the development of the annual budget under the guidance of the supervisor and organization leadership.
- Responsible for developing, managing, and monitoring assigned operating budgets to meet or exceed targets. Recommends adjustments to the budget to assure a balanced operation and submits report on current operations monthly.
• 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.

**How to Apply:**
Please email your cover letter and resume to ahenderson@bgcmetrosouth.org or mail to:

Ayana Henderson  
Director of Human Resources  
19 Court Street  
Taunton, MA. 02780

**Salary Range:**  
$48,000-$55,000  
Benefits: Medical, Dental, STD, LTD, Life, and Pension

**Search Process Target Dates:**
• Job Announced: September 25, 2020  
• Resumes accepted through: October 30, 2020 (5:00pm EST)  
• Selection made: Mid-November  
• New Unit Director on staff (anticipated): Early December

**Questions regarding this position should be directed to:**
Ayana Henderson  
Director of Human Resources  
Boys & Girls Clubs of Metro South  
508-812-3119  
ahenderson@bgcmetrosouth.org

**DISCLAIMER:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers are contingent upon passing a thorough background check including a CORI, SORI and National Criminal History Background check. The Boys and Girls Clubs of Metro South is an Equal Opportunity Employer.