

Unit & Teen Services Director

Written by Boys & Girls Club
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GREEN BAY - The Boys & Girls Club of Green Bay is currently seeking a qualified candidate to join our team as the Unit & Teen Services Director. This individual will manage overall daily operations of the designated Clubhouse with the primary concern for Club member discipline, safety, overall program delivery, supervision and training of program assistants in designated areas to include teen programs, facilities management, community and parent relations, and membership administration to include outreach.

Primary Responsibilities include:

- **Administrative:** These functions include weekly reports, incident reports, staff meetings, shopping, running errands, payroll, etc.
- **Supervision:** These functions include weekly Unit meetings, program area drop-ins, collection of reports/outcomes, scheduling of part time program assistants, etc.
- **Outreach:** These functions include school visits, community group meetings, and off site special events.
- **Direct Service:** These functions include new member orientation, parent orientation, parent volunteer program administration, community service program, and parent focus group facilitation, etc.

For a complete position description and information on how to apply, please visit our website at <http://www.bgcgb.org/contact-us/employment/>

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