BOYS & GIRLS CLUBS
"THE POSITIVE PLACE FOR KIDS"
P. O. BOX 6010
117 INDUSTRIAL ROAD EXTENSION
CHOCTAW, MS 39350
PHONE: 601.663.7669
FAX: 601.663.7564

JOB ANNOUNCEMENT #14-48-24

POSITION TITLE:	Unit Director
SUPERVISOR:	Director of Operations Boys & Girls Clubs of Mississippi Band of Choctaw Indians
JOB LOCATION:	Boys & Girls Club Bok Cito Unit
SALARY:	Grade 11
EMPLOYMENT TYPE:	Regular Full Time
OPENING DATE:	**JUNE 22, 2016** JUN 2 2 2016
CLOSING DATE:	**JULY 06, 2016 OR UNTIL FILLED**

Scope of Service and Effect:

The Unit Director manages the overall daily operations of the designated Boys and Girls Clubhouse with primary responsibility for programs and service delivery, supervision, training of staff, facilities management, community relations and membership administration.

Duties and Responsibilities:

1. Establishes and maintains Clubhouse program goals and settings that ensure the health and safety of members. Ensures that site staff understands and effectively communicate program standards. Responsible to make sure the Club building is safe, well ventilated, well lit and that club equipment is maintained and in good working condition.
2. Develops and fosters a positive climate for youth development based on the mission and goals of the Boys and Girls Club. Ensures that members actively participate in a variety of programs/activities, seek guidance from staff in regard to problems, and members receive care, respect and recognition for their efforts.
3. Plans and oversees the administration of programs and activities. Establishes objectives consistent with the goals and mission of the Boys and Girls Clubs of America.
4. Recommends for hire and manages staff who conduct day to day program activities in accordance with established standards and goals.

5. Maintains positive working relationships with program participants, volunteers, and the community.
6. Promotes Boys and Girls Club services to individuals, other service organizations, the local community and other public entities.
7. Directs and participates in public relations and fundraising activities.
8. Must be willing to travel locally/nationally for training seminars, meetings, events related to Boys & Girls Club.
9. Must be able to work day/evening hours.
10. Must conduct self in a professional manner in dress and mannerism.
11. Must work during Annual Choctaw Indian Fair as assigned.
12. Other duties as assigned by supervisor.

Work Environment:

Work will be performed in the community and club the employee is assigned. Work may also be performed in other clubs on the reservation as well as in locations off reservation as needed. Some travel will be required.

Physical Demands:

There may be some physical exercise required in club activities. Must be able to lift and move objects and/or materials weighing 50 pounds or less.

Qualifications:

1. Must have a Bachelor's Degree from an accredited college or university.
2. Must have a minimum of two years work experience in a non-profit agency or Boys and Girls Club which included management and supervision, with at least two years in a leadership capacity, or an equivalent combination of experience.
3. Must have a broad knowledge of educational programs, including computer and software application.
4. Must be able to demonstrate an ability to organize, direct, plan and coordinate operations.
5. Must have leadership skills, including negotiation, problem solving, decision making, and delegation.
6. Must possess strong communication skills, both oral and written.
7. Must possess or obtain first aid and CPR certification.
8. Must have dependable transportation, valid Mississippi Driver's license, and automobile insurance in accordance with state law.
9. Must submit to a background check pursuant to Public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990.
10. Must maintain a code of behavior as outlined in the Tribal Code of Behavior.

NOTE: The Administrative Personnel Policy and Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Notwithstanding this Native American preference, MBCI will employ non-MBCI members only when no qualified member of the MBCI can be recruited, trained, or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a waiver of Native American Preference has been secured from the committee on Human Resources, Training and Development on a case by case basis.

The Authority to waiver Indian Preference Laws can only be exercised by the Committee on Human Resources, Training, and Development, and the Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for the non-MBCI member or other Native American may have interest in or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, PLEASE SUBMIT APPLICATION TO:

Mississippi Band of Choctaw Indians
Choctaw Tribal Office Building
Human Resources
P. O. Box 6033
Choctaw, MS 39350