



BOYS & GIRLS CLUBS
OF SAN FRANCISCO

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Assistant Clubhouse Director

- **Job Tracking ID:** 512291-555710
- **Job Level:** Management
- **Job Type:** Full-Time/Regular
- **Years of Experience:** 5 - 7 Years
- **Club House Name:** Don Fisher
- **Job Location:** San Francisco, CA
Don Fisher Clubhouse, CA
- **Level of Education:** BA/BS
- **Date Updated:** November 29, 2016
- **Starting Date:** ASAP
- **Job Status:** Full Time

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Job Description:

Under the direct supervision of the Clubhouse Director, the **Assistant Clubhouse Director** (ACD) is the second in charge at the Clubhouse and is expected to provide leadership and sound decision making on a day-to-day basis. Responsibilities include the management of programs, facilities, vehicles, and volunteers. The ACD role is key to ensuring that Club emergency and crisis management plans, opening/closing procedures, facility use agreements, safety and risk assessments, incident reporting, vehicle maintenance, volunteer management, and strong front desk protocols are in place and being followed.

The Clubhouse Director, working with the Area Director, is charged with setting vision

and direction for the Clubhouse, and holds ultimate responsibility for the high-functioning of all aspects of the Clubhouse.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

Staff Management & Leadership - 55%

- Recruit, hire, train and evaluate a strong team of direct reports, capable of providing outstanding services to young people every day.
- Ensure team understands that they are ultimately accountable to the CD, as well.
- Ensure the collection and management of daily program sign in sheets.
- Support the planning of the team meeting and facilitate sections of the agenda.
- Develop daily program schedules that tie to program plans, program requirements and ultimately to BGCSF's strategic plan.
- Review existing programs and make the necessary recommendations for their continuance, change, or elimination.
- With the Clubhouse Director, co-develop and manage the annual budget.
- Active involvement at the Clubhouse, especially during peak program times, ensuring program execution, youth are engaged in programs and adherence to Clubhouse standards.
- Maintain a productive lobby environment for the Administrative Assistant and monitor the front of the building, especially during peak pick-up times to ensure the safety of all youth and visitors and good relations with neighbors.
- Assume all other responsibilities as deemed necessary or assigned.

Facility Management, Risk Management & Safety - 25%

- Conduct daily walk-throughs and maintenance assessments of the facilities to assure the Club's high standards of maintenance, safety, and cleanliness.
- Use Club's facility management system to report equipment failures and defects.
- Ensure Club is adhering to organizational expectations for closing procedures, safe ratios, vehicle maintenance, etc.
- Ensure the Club has a current emergency plan and is facilitating emergency drills on a consistent basis. Facilitate debrief with team on each drill.
- Oversee the Club's transportation program, including making sure the Club van is well maintained, the van log is being utilized, gas receipts are submitted to Finance, etc.
- Active participation in BGCSF's Safety committee.
- Support the Clubhouse Director in the development and implementation of facility use agreements and MOUs for the Club, including rentals, partnerships with shared space, etc.

Relationship Management - 20%

- Establish and maintain effective working relationships with Clubhouse staff, senior leadership, parents, youth, community groups, and other related agencies.
- Ensure our custodial company is meeting all contractual agreements, including daily assessment, and if not report all issues to the Clubhouse Director.
- Manage all vendor relations, scheduling routine maintenance services and managing emergencies (with the help of BGCSF's Maintenance Technician).
- Oversee Volunteer Management at the Clubhouse, in partnership with the Clubhouse Director, staff team, and BGCSF's Volunteer Manager.

Experience and Skills:

SKILLS/ KNOWLEDGE PREFERRED:

- Five years of experience in a leadership capacity at a large, youth serving non-profit, with proven success in staff management, operations and community relations - strongly prefer experience with an inner-city Boys & Girls Club or other inner-city community-based organization.
- Bachelor's degree from an accredited college or university is strongly preferred.
- Thorough understanding of nonprofits and specifically youth development organization, including an understanding of inherent risks and best practices for risk management, strongly preferred.
- Demonstrated ability to organize, direct, plan and coordinate operations.
- Leadership skills, including negotiation, problem solving, decision making, delegation.
- Effective oral and written communication skills.
- Strong knowledge of asset management including property related assets.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

- Must be able to lift 50 lbs.
- Must be able to stand for at least 2 hours.
- Must be able to sit at computer workstation for long time periods

DISCLAIMER:

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

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