

**Boys & Girls Clubs of the Permian Basin**  
**Director of Operations**  
**Job Opening**

**WORK LOCATION:** Primarily at the administrative office in Odessa at 800 East 13th Street

**HOW TO APPLY:** Email your resume to [resume@basinkids.org](mailto:resume@basinkids.org) (no calls)

**PRIMARY FUNCTION:** Direct overall operations for the Club with a \$2.5 million budget, 60+ employees, five traditional Club sites

**REPORTS TO:** Executive Director

**QUALIFICATIONS:** Experience with youth, leadership, management and property management very helpful. Boys & Girls Club experience very helpful. College degree helpful. Hard worker a must.

**PAY::** 70-80k; insurance, retirement

**SELECTION TIMEFRAME:** Until filled (posted May 15th)

**PRE-EMPLOYMENT:** Background check, drug testing, Wonderlic test

**GENERAL RESPONSIBILITIES:**

1. As a club representative, conduct yourself professionally both inside and outside the club at all times in word, actions and appearance
2. Be a team player
3. Lead by example
4. Maintain close, daily contact with the club professional staff
5. Establish unit activities and services that enrich and prepare youth for success and that create a wholesome club environment
6. Strategically grow the programming and membership
7. Ensure a safe environment
8. Manage properties
9. Compile regular reports reflecting activities, attendance and participation
10. Recruit, manage and provide career development for assigned staff and volunteers
11. Develop partnerships with parents, community leaders and organizations
12. Assume other duties as assigned
13. Be healthy enough to remain on feet most of the day and regularly lift 40 lbs.
14. Maintain a good driving record to remain insurable for the transporting of club kids (CDL a plus)

The description presented indicates the general nature and level of work expected. 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.

**BGCA**

**Area Director**, monthly calls

**Training and Conference** scheduling and attendance

**Texas Alliance:** meetings, webinars

**OJP Grant:** application, implementation, reports, budget tracking

**Texsyn:** application, implementation, reports, budget tracking

**BGCA.net** management, staff & board registration

**BGCA's Annual Report & Local Data & Reports**

**NYOI annual surveys**

**Youth of Year**

**Standardized Forms for Clubs:** sports, membership

**Employees**

**Direct Supervision** of Unit Directors

**Reviews & Counseling**

**Ensure Background Checks / Drug Testing / I9:** volunteers, staff  
**Pay**  
**Severance and Unemployment Claims**  
**Worker's Comp:** safety and claims  
**Personnel Manual and Policies**

### **Programming**

**Regular Walk-Throughs and Discussion**

### **Property Management**

**Oversight and Scheduled Maintenance**  
**Regular Walk-Throughs**  
**Contractors** relationships and lists  
**Annual Usage Contracts** with city and schools  
**Utilities:** oversight and selections  
**Buses** (to include driver certifications)  
**Insurance** (all types) review and renewal

### **Sports Management & Organization**

**BGCPB Coordination**  
**Registrations when I'm in office**  
**PBYFL** management (Odessa)  
**Annual and Seasonal Calendars**  
**Commissioners**  
**Marketing (mainly flyers and mailers)**  
**Sponsors**  
**Registration**  
**Purchases**  
**Postings**

### **Technology**

**Club Website (Homestead) & Sponsor A Child Website (Hunt Advertising)**  
**Constant Contact** online registration and email system  
**Google Email, Drive and Apps** Management  
**Phone Number Lists & Burst Texting** (Mobiniti and EZTexting)  
**Computers (90) & Peripherals, Labs**  
**Internet Issues, Access & Hardware**  
**Microsoft Volume Licensing Center** (downloads)  
**Security**  
**Software Purchases and Installations** (Techsoup)  
**Cameras & Video System**  
**Alarm Systems**  
**Key Control**  
**Copiers:** contracts and supplies  
**Stride Academy** computer learning software, management and reports  
**Membership Enrollment & Tracking System**  
**Donor Records Management** (DonorSnap)  
**Phone Systems**  
**FireSystem**