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## **JOB ANNOUNCEMENT - PLEASE POST**

**To:** All Clubs  
**From:** Diane Aman  
**Subject:** Job Opening  
**Date:** May 10, 2017

Qualified candidates are encouraged to apply for the full-time **Branch Manager** at our **Mesa Branch** currently open with the Boys & Girls Clubs of the East Valley.

This employee directs, oversees and manages the overall daily operations of a designated branch with the primary concern for budget, programs, service delivery, safety and security of facility, supervision and training of staff, facilities management, fundraising, community relations, and membership administration. With primary concern for youth program outcomes, the Branch Manager directs the overall planning, delivery, and activities of programs in a specific branch based on the core beliefs and mission of the Boys & Girls Clubs of America.

Qualified candidates must have a minimum of three (3) years full time work experience in a Boys & Girls Club or similar organization, experience with branch operations, supervising staff and fiscal management along with a four year degree from an accredited university or equivalent experience. Due to our vehicle insurance requirements, the Branch Manager must also be at least 21 years old with a valid driver's license. The salary range for this position is \$33,000-\$34,000 per year depending on experience and education.

Qualified candidates need to submit the following information to Diane Aman at the Program Service Center by May 24th. When submitting your cover letter and resume, the document must state that you are applying for the Mesa Branch Manager position. Fax resumes to **480-820-4093 Attention Diane** or email your resume to **diane.aman@clubzona.org**.

- ☆ An updated application and/or current resume.
- ☆ A cover letter outlining your qualifications for the position and include that you are applying for the Mesa Branch Manager position.