



**BOYS & GIRLS CLUBS**  
OF COASTAL CAROLINA

**POSITION DESCRIPTION**

<b>TITLE:</b>	YOUTH DEVELOPMENT PROFESSIONAL – Teen Coordinator
<b>CLASSIFICATION:</b>	Part-Time ~ Hourly
<b>DEPARTMENT:</b>	Program
<b>REPORTS TO:</b>	Club Director
<b>HOURS:</b>	School Year – up to 25 hours/week between 2:00pm and 7:30pm. Summer & School Breaks – up to 30 hours/week between 7:00am and 6:30pm. Occasional morning meetings and some Saturdays for special events.

**POSITION SUMMARY:**

*The Teen Coordinator* works in an after-school and summer program that aligns in-school learning, provides academic support and enrichment opportunities through high yield learning activities for grades 7<sup>th</sup> to 12<sup>th</sup>. Prepare teen members for on-time grade promotion by creating educational activities that are fun and engaging. Engage and inspire young people to learn and grow to be responsible adults. Plan, implement, supervise and evaluate activities provided with the Teen Program area; utilizing programs such as Power Hour, Torch Club, Keystone Club, Member of the Month, Youth of the Year, Sports Club etc. Educate Club members on Good Character and Citizenship, Academic Success and Healthy Lifestyles. Responsible for local community outreach to teens and families, promoting community collaboration and meeting community needs. Provide a fun, safe, nurturing, well-supervised after school enrichment/academic program; be the liaison with parents, collaborators, school management, donors and visitors to display the site and the program positively. Recommend ways to expand teen programming in all Core Program Areas and explore new programs or opportunities to enhance member experiences. Responsible for assisting with administrative support and increasing membership base and for developing, coordination, implementing and monitoring sports activities for teens grades 7<sup>th</sup> to 12<sup>th</sup>. Must monitor and evaluate situations quickly using good judgment to assess situations and make decisions.

**PRIMARY RESPONSIBILITIES:**

- *Learn* the names of Members and develop positive relationships with Teens.
- *Schedules* activities and design a site program schedule/calendar for teen Club members and parents in coordination with the Club and/or Program Director that includes a variety of educational, enrichment and recreational activities. Calendar needs to be approved by the Club/Program Director.
- *Oversee* and implement organized athletic activities.

- *Assures* proper staff supervision is in place by providing equitable and consistent participation in all teen Club activities.
- *Provide* guidance, mentoring and role modeling to Members; support teens in following Club Rules, addressing discipline situations fairly, firmly, consistently and kindly.
- *Implement* Boys & Girls Clubs of America National Programs - such as SMART curriculum with high level of energy to attract maximum Member participation while also teaching youth proper technique and assisting them in obtaining the Five Key Elements for Positive Youth Development.
- *Membership/Marketing* of programs for growth and retention.
- *Monitor* and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club always. Maintain the upkeep of the equipment and facility in an acceptable manner.
- *Reviews* member progress, identifies students' strengths/challenges, develop creative lesson plans.
- *Ensure* maintenance of Club technology equipment working with Club Director to maintain inventory and communication regarding technology needs.
- *Must* be able to gauge different levels of abilities and create activities that encompass all members and both genders.
- *Supervise* Members on field trips; assist with implementing special events and activities to enhance Members' knowledge, understanding and skills (Family Nights, Lock-ins, Dances, Day for Kids, etc.).
- *Strive* to achieve a high standard of professionalism in effective communication, personal motivation, and interpersonal skill with Members, peers, superiors, parents, volunteers and the general public.
- *Contribute* to the successful implementation of policies and procedures, professional standards and communication throughout the Boys & Girls Clubs of Coastal Carolina.
- *Assist* with tracking and reporting program participation and achievements, recommending modifications that respond to Member needs and interests.
- *Maintain* an environment that protects the health and safety of members by maintaining a high degree of awareness to ensure a clean and safe environment.
- *Maintains* close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct and advise/counsel.
- *Maintains* contact with community groups, school administrators, school staff, members' parents and others to assist with program activities and in resolving problems.
- *Complete* BGCA Spillett University courses as directed by Immediate Supervisor.

#### **ADDITIONAL RESPONSIBILITIES:**

- *Attends* meetings and trainings as required.
- *Participate* in special programs and/or events.
- *Assess* facility needs and perform janitorial duties or manual labor as needed – mopping, vacuuming, cleaning tables, trash removal, painting, moving equipment etc.
- *May* be cross-trained in Physical Education, Arts & Crafts, Social Recreation, Character and Leadership Development, Education and Kids Café.
- *Maintains* the highest degree of confidentiality in member, staff and management matters.
- *Supports* and *Complies* with organization and site policies and follow procedures.

- Employee may be required to operate a Club vehicle to transport volunteers, staff and youth as needed to any Club site or special event.
- Handle other duties and responsibilities as deemed necessary or important as assigned.

#### **QUALIFICATIONS:**

- *Education:* High School diploma and/or Associates Degree preferred, or two years of experience implementing enrichment programs based on the developmental needs of young people. Program development specific to teens highly desired.
- *Ability* to plan and implement quality programs for youth; able to organize and supervise members in a safe environment.
- *Possess* strong computer skills, can track data and produce reports. Strong Math and English skills.
- *Have* strong communication skills, both verbal and written.
- *Ability* to read and interpret documents such as safety rules, operating instructions and policy manuals; ability to clearly and concisely exchange/receive ideas, facts and/or technical information with others.
- *Responsible*, dependable and can take initiative; able to motivate youth and address conflict appropriately.
- *Make* correct decisions within established mission, values and policies.
- *Must* have current CPR/First Aid Certification or be willing to be certified through BGCCC offered training.
- *Must* have a valid Driver's License, a clean driving record, reliable transportation and pass all mandatory checks including criminal records, background and drug screening.
- *Bilingual* Spanish/English desired.+000

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- *Physical Demands:* Some lifting, carrying, pushing and/or pulling, stooping/kneeling, reaching with hands and arms and finger dexterity. Extended talking, listening, sitting, walking and standing; computer viewing, and keyboard entry. Must be able to lift at least 25+ pounds. High energy, driven, dedicated, motivated, confident, flexible and creative. Ability to work for extended periods at high levels of activity, managing multiple tasks with varying deadlines and attending to details.
- *Work environment:* The noise level in the work environment is usually loud and at times moderate or very loud. Work sites are usually located in low income areas and challenging neighborhoods/communities. Position also requires direct and indirect supervision of elementary, middle and high school aged children. Average daily attendance ranges from 50-100 youth. Requires employee to work with challenging youth and family members; may be exposed to emotional outbursts from members or their family members.

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