



BOYS & GIRLS CLUBS
OF THE FOX VALLEY

Position Title:	The Club Teen Coordinator	Rev. Date:	August 2018
Department:	Menasha	Classification:	Non-Exempt
Reports To:	Branch Director	Location:	Menasha, WI
Hours:	School Year (Sept-May) Monday-Friday 12pm-8pm	Summer (June-Aug) Mon-Fri 9:30am-5:30pm	
Incumbent:		Signature:	

Position Summary

The Teen Coordinator is responsible for overseeing the delivery of teen programs, including planning, implementing and evaluating teen programs/activities and for recruiting and supervising teens and is also responsible for related administrative duties. The Teen Coordinator promotes and implements the delivery of exciting, engaging, age-appropriate games, physical fitness and recreation programs and activities and incorporates youth development principles into activities and programs; provides guidance to Club members; and enforces discipline and order resulting in a safe and positive environment for youth and maintains and cares for supplies and equipment.

Major Responsibilities

- Contributes to programs, activities and services that prepare youth for success.
- Establishes teen program objectives consistent with organizational goals and missions.
- Ensures that teens participate in teen programs and activities and received instruction, respect, constructive feedback and recognition to develop skills.
- Meets goals and deadlines for grants and targeted outcomes.
- Contribute to developing partnerships with parents and families.
- Conducts behavior meetings and phone calls with teens and parents
- Demonstrates leadership to assure conduct, safety and development of others. Will serve as a mentor for other members, providing counseling and guidance.
- Contributes to creating a Club environment that facilitates the achievement of youth development outcomes.

- Ensure health and safety of members by ensuring teens follow policies and rules of The Club and that discipline is implemented fairly and consistently.
- Contribute to effectively planning, development, implementation and evaluation of teen programs, services and activities. Plans special events for teens to engage them in programs, community awareness outings, fundraisers, etc.
- Develop partnerships with local colleges and agencies for teen resources.

Qualifications

- Bachelor's Degree in Youth Development or related field.
- Three years' experience in facilitating, developing and implementing programs for teens, especially special needs and higher-risk youth.
- Demonstrated leadership skills and the ability to motivate and inspire.
- The ability to exude confidence and maintain control of a safe and positive youth development environment.
- The ability to work independently and efficiently.
- The ability to supervise adult volunteers and program staff.
- The ability and desire to work with youth age 12 to 18, including high-risk and minority youth, in a variety of environments, including one-to-one, small group, and large group settings.
- The ability to communicate clearly, both verbally and in writing.
- Advanced knowledge of some or all of the following: child and adolescent development, behavior management techniques, principles of effective youth development programming, and CPR/First Aid.
- The ability to communicate in Spanish and/or Hmong as well as English, preferred.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. 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.

Signed by: _____
Incumbent Date