



**BOYS & GIRLS CLUB  
OF DOUGLAS**

**POSITION DESCRIPTION**

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**TITLE:** Teen Center Coordinator

**PERFORMANCE**

**PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Unit Director

**FLSA STATUS:**  Exempt  Non-Exempt

**PAY:** \$30/HOUR – hours will be from 3:30 pm to 5:30 pm approximately (two days a week – Tuesdays and Thursdays)

**TIME FRAME:** Starting January 2019 at the EWC Campus and will go until May 2019 with option of the position in the 2019-2020 school year (work prior to January 2019 will take place to develop curriculum)

**PRIMARY FUNCTION:**

Oversee and implement a broad range of programs focused on character and leadership development, education and career development, health and life skills for middle school and high school age children. Maintain a positive, safe, and clean environment for Club members

**KEY ROLES (Essential Job Responsibilities):**

Prepare Youth for Success. Plan and oversee designated programs that support a sense of belonging, usefulness, influence and competence for all youth in the program.

- Model the philosophy and mission of the Boys & Girls Club of Douglas
- Plan and implement programs/activities that support youth development outcomes
- Encourage members to participate in a variety of programs and receive instruction and constructive feedback to develop skills in program areas
- Demonstrate positive interactions and relationships with Club youth and staff members
- Promote a safe, positive, and fun environment for members
- Adhere to Boys & Girls Club of Douglas policies and procedures
- Discipline members fairly and according to Boys & Girls Club of Douglas policy

## **Teen Center Coordinator**

### Program Development and Implementation

- Participate in establishing and maintaining Clubhouse goals that ensure the health, safety and development of members
- Willingly evaluate and adjust your programs on a continual basis to ensure they are achieving the program goals.
- Structure programs to respond to member needs and cultural and gender diversity
- Ensure proper record keeping and reporting including programs, activities, notable achievements and any problems/issues
- Increase visibility of Club programs via posting of daily and weekly schedules

### Additional responsibilities:

- May oversee special programs or events, and/or participate in the implementation of other activities as necessary
- Consult with Unit Director concerning member or Club issues

### Skills/Knowledge Required:

- High school diploma
- Strong communication skills, both written and verbal
- Group leadership skills, including an understanding of group dynamics
- Organizational, staff and project management abilities
- Mandatory CPR and First Aid Certifications

### Physical and Mental Requirements:

- Be able to lift up to 50 lbs
- Handle high stress situations and high noise levels
- Be able to keep up with active children for extended periods of time

**Send Cover Letter and Resume to Michele - [michelec@bgcdouglas.com](mailto:michelec@bgcdouglas.com)**