

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUB**  
OF MARION COUNTY

## **Teen Director - Position Description**

**Title:** Teen Director

**Supervisor:** Executive Director, Club Director

### **Position Overview:**

Under the direction of the Executive Director and Club Director, the Teen Director will be responsible for implementing teen programs and developing local resources for Club teens (sixth through twelfth grade). Programs will foster positive self-identity; education, employment, social, emotional and cultural competencies; community and civic involvement; health and life skills and a moral compass.

### **Education and Experience:**

- Minimum of two years working with children and adolescents, with some program management experience, preferably in designing and implementing programs for teens.

### **Position Requirements:**

1. High School Diploma or GED.
2. Ability to work scheduled hours.
3. Prior experience implementing programs that nurture the potential of youth and managing others is preferred.
4. Must be able to pass a background check.
5. Must be able to take and pass a drug/alcohol test and comply with a "Drug Free" policy, including random tests.
6. Must provide a valid driver's license and employment eligibility verification information in accordance with the I-9 form such as Social Security Card.
7. Ability to earn mandatory CPR/ First Aid and Child Abuse certifications. Certifications are required, but may be obtained within 90 days of hire.
8. Must be flexible and able to adapt to change in the work place.
9. Reliable transportation to and from work, to program locations, and for activities such as meetings, classes, and workshops in and out of the area. May be required to use personal vehicle during employment and will receive mileage reimbursement.
10. Must abide by dress code.
11. Basic computer skills - including basic operating skills (keyboard, mouse, etc); basic knowledge of Microsoft Office applications such as Word, Excel, and PowerPoint; e-mail literacy; willingness to be trained on additional skills as your position dictates.
12. An understanding of the Club's mission and values.
13. Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
14. Ability to understand and carry out instruction and procedures with minimal supervision.
15. Ability to communicate effectively and exhibit excellent relationship building skills with all levels of employees and management, both orally and in writing using correct English.

16. Must be detailed oriented and have the ability to multitask.
17. Ability to be efficient and productive in a fast paced environment.
18. Must have enthusiasm and possess excellent customer service skills.
19. Strong verbal and written communications skills.
20. Ability to motivate youth and manage behavior.

**Physical Requirements:**

1. Possess ability to adapt to inclement weather conditions and/or situations.
2. Possess ability to move easily across a variety of indoor and outdoor surfaces;
3. Possess ability to participate in typical indoor and outdoor member games and sports; watch and listen to the activities of a group of children.
4. Possess ability to bend and lift up to 50 pounds.

**Key Roles (Essential Job Responsibilities):**

The essential function or duties are provided for illustration only and may include other reasonable tasks as assigned for the good of the Club.

1. Enable all young people, especially those that need us the most, to reach their full potential as productive, caring, responsible citizens.
2. Arrive for scheduled work day on time and be in the assigned room when scheduled.
3. Ensures that personal timesheet is completed accurately and timely.
4. No personal use of cell phone while signed in.
5. Maintains a professional appearance and conducts business using excellent customer service skills.
6. Develop ability to work without constant supervision.
7. Supervise area, monitor adjacent hallways and restrooms.
8. Manage conflict, problems and emergencies, analyze situation, grasp problem and draw reliable conclusion taking appropriate action without waiting for direction.
9. Provide member guidance and mentoring to help them fulfill and make appropriate choices about their educational, personal, physical, social, emotional, vocational and spiritual needs.
10. Acts as a role model by their actions in both their professional and private life.
11. Direct Volunteers within assigned program area.
12. May be asked to participate in special programs and or events. These events may be scheduled outside regular Club hours. Make sure alarm is set and building locked for closing.
13. Ensure a team based work environment by communicating effectively and positively with supervisors, co-workers and volunteers.
14. Maintain confidentiality of members, employees, donors/supporters and Club information.
15. Oversee proper record keeping and reporting including: incident reports, etc...
16. Reports any suspected abuse to the Program Director and Children Services.
17. Attend meetings, trainings and workshops as required or necessary. Make a positive contribution to team meetings.
18. Adheres to all policies and procedures.
19. Supervise and ensure a healthy and safe environment, supervising teen members (sixth through twelfth grade)
20. Create an environment that attracts members with appropriate displays, information and recognition.
21. Manage facilities and ensure a productive environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions as necessary.
22. Serve as a positive adult role model at all Club, local and national events.
23. Provide year-round teen program planning, seek out BGCA program opportunities, including conducting, Keystone, Passport to Manhood, and Smart Girls.
24. Plan, organize and implement a range of programs and activities for or members. Promoting and stimulating program participation such as employment, health and life skills.

25. Work with local schools to maintain and expand relationships with external community groups, schools, and others to support outreach efforts to youth.
26. Develop and maintain partnerships with parents and organizations.
27. Work as a liaison between teens and staff to sustain a positive, safe, and fun environment.
28. Facilitate mediation, mentoring, and conflict resolution between members when needed.
29. Support teens in personal growth, character development, goal setting, and skill development.
30. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information to members and families.
31. Assume other duties as assigned.

This job description is subject to change as the needs of the Boys & Girls Club of Marion County change.

Minimum salary is \$10.00 per hour.

Equal Opportunity Employer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_