



**BOYS & GIRLS CLUBS
OF ADA COUNTY**

POSITION DESCRIPTION

TITLE: Teen Coordinator (Full-Time, Wage Employee)

EXEMPTION STATUS: Non-Exempt

DEPARTMENT: Programs, Moseley Center / Meridian Club

REPORTS TO: Program Director

COMPENSATION: (Starting) \$12.00-\$14.00 /hour DOE, Full Benefits

HOURS: 30+ Hours /Week

PRIMARY FUNCTION:

Ensure safety of teen youth. Plan and organize daily activities and programs in all Core Program Areas. Help teen Club members to make new friends and provide opportunities for fun and constructive use of their time after school and during the summer months. Keep equipment, facilities, and grounds clean and attractive. Be a positive role model!

KEY ROLES (Essential Job Responsibilities):

Member Safety and Supervision

1. Set expectations for all teen members in fairness and in alignment with club policies and procedures.
2. Hold members accountable for behavior choices while communicating the benefits of making better choices.
3. Manage the safe and efficient transition of members between activities.

Membership Relationship Building

4. Build positive friendships with all members.
5. Meet individually with each regular attending teen member on an annual basis to gather and record information on home, friends, academic progress, and goals for after high school graduation.
6. Identify and engage at least three teens in the annual Youth of the Year organizational competition, helping them prepare for success in this program. If one advances to State, prepare them for the state competition, completing all required tasks for submission to state.
7. Communicate and model the club values of respect, responsibility and integrity.
8. Provide ongoing guidance and mentoring to members when appropriate.
9. Embody the positive attitude and self-confidence that ensures success while having fun.

Structured Youth Engagement

10. Plan and lead daily activities and weekly programs.

11. Develop strategies for providing youth with new skills in our three areas of impact:
 - a. Academic Success
 - b. Character and Leadership
 - c. A Healthy Lifestyle
12. Create impromptu / casual opportunities for fun and enjoyment that ensures a positive interpersonal setting

Cleaning and Facility Maintenance

13. Accomplish assigned daily cleaning tasks
14. Manage program areas in a manner that holds youth accountable for club cleanliness
15. Work with your team to ensure that all areas of the work setting are repaired and clean.

ADDITIONAL RESPONSIBILITIES:

1. May fill in for the following positions in their absence: Field trip coordinator, teen coordinator, education coordinator, membership services coordinator and other YDPs in designated program areas.
2. May drive Club vehicles to transport youth to/from special events pending approval.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club members, Club staff (professional and volunteer), Club parents, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact with Program Director as needed to foster community relations.

SKILLS/KNOWLEDGE REQUIRED:

- One year of work experience in a Boys or Girls Club and/or similar organization planning and implementing teen activities based on the developmental needs of young adults.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- A positive attitude, integrity, and interest in helping youth become successful adults.
- Willingness to obtain CPR and First Aid Certifications (provided).

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, nor limit the ability of the organization to create its own boundaries around employee work performance or compensation.