



**Title:** Teen Coordinator (Full Time)- Hudson MA

**Full Time:** School Year: Monday-Friday 1:00-9:00/Summer: Monday-Friday 9:00-5:00

### **POSITION SUMMARY**

The Teen Coordinator is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs for youth between the ages of 11 and 18, including programs in the areas of Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts and Sports, and Fitness and Recreation. Provide leadership and supervision to program and volunteer staff; manage budgets and control expenses as assigned and up keep of facility.

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

#### ***Youth Development Programming***

- Establish programs, activities and services that prepare youth for success
- Create a club environment that facilitates the achievement of youth
- Promote member participation by conducting education, recreation programs and special events.
- Outreach to recruit and retain members between the ages of 11 - 18
- Develop strong working relationship with schools, community groups, social service agencies and local officials.
- Implement Boys & Girls Clubs of America core programs including Keystone Club, Torch Club, academic success, prevention education, and career exploration programs.
- Conduct and maintain member use statistics for activities and events.
- Develop Outcomes, evaluate programs, services, and activities
- Ensure a Healthy and Safe Environment
- Ensure that Facilities, Equipment and Supplies are Maintained
- Supervise the performance of assigned program volunteers and part-time staff
- Update and maintain skills in use of current technology and information management systems

#### ***Partnership Development***

- Develop Partnerships with parents, schools, community leaders and organizations
- Develop outreach strategy to recruit new members.
- Maintain appropriate records of membership, participation, individual projects and program impact on members.
- Ensure part time staff submit statistics on a monthly basis.
- Enforce Club rules and policies in accordance with program philosophy.
- Assist with development and implementation of new programs.
- Maintain weekly contact with Teen Coordinators in other Clubs within the same organization.
- Maintain contact with other youth-serving agencies and parents of members and other youth served

#### ***Skills/Knowledge Required:***

- Associate or Bachelor degree preferred but not required.
- Direct experience developing and delivering programs to youth and/or young adults
- Group leadership skills, including an understanding of group dynamics
- Culturally competent and flexible to the changing needs of a diverse community
- Be able to manage large groups of youth
- CPR and first aid certifications (preferred)
- Must be 21 years of age

Submit Resume to Barbara Tolland  
Director of Operations  
Barbara.tolland@bgcmetrowest.org