



BOYS & GIRLS CLUBS OF CLEVELAND COUNTY

Teen Director Job Description

Job Summary

Under the direction of the Boys & Girls Club Executive Director, Teen Director will be responsible for implementing teen programs and developing local resources for Club teens ages 13-18. 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.

Job Functions

- Provide year-round teen program planning, seek out BGCA funding and program opportunities, including conducting, monitoring and accessing teen interest surveys and input to obtain and maintain effective programming.
- Assist in the promotion and interpretation of the Club philosophies, methods and accomplishments as it relate to teen programming.
- Provide employment, health, life skills and training opportunities to Club teens using needs-based and interest-based programs.
- Assist with the promotion and implementation of all other teen program initiatives that reinforce a positive self-identity.
- Compile state-of-the-art teen resources, information and data to address current and future trends affecting teens.
- Participate in Club staff and advisory meetings to ensure teen interests and concerns are addressed in a manner consistent with, and in conformance with, the mission and policies of the Boys & Girls Club.
- Serve as a positive adult role model at all Club, local and national events.
- Serve as a liaison with BGCA Teen Services to maximize resources available for service to teens.
- Collaborate annually with other statewide Club staff to enhance teen programming.
- Collaborate with other youth serving agencies to provide life-enhancing programs and experiences.
- Supervise Teen Center part-time staff members and assist with program delivery.
- Comply with all program and grant reporting requirements.
- Serve as (or oversee) the Community Outreach Coordinator with Juvenile Crime Prevention Council funded programs.
- Assist with any additional projects as assigned by Club management.
- Adhere to organizational policies and procedures as described in Club's employee handbook and elsewhere.

Abilities

- Excellent human relations, verbal and written communications skills. Ability to quickly develop rapport with teens.
- Have intermediate knowledge of Microsoft Office software and the use of the Internet.
- Ability to collaborate with other community-based teen organizations, juvenile justice and social service agencies.
- Knowledge of programs and resources available to create a well-rounded teen program and the ability to establish positive peer working relationships.
- Ability to organize teen outreach events, including high school recruitment presentations. Capability to communicate the goals and objectives of the Club's teen initiative.

Environmental and Working Conditions

Normal internal office environment. Must be able to work weekends and evenings. Possess skills to maintain up-to-date bulletin boards reflecting needs and interests of Club/community teen population. The model Teen Director will thrive in a fast-paced environment that is constantly changing, have flexibility and must be innovative and creative.

Physical and Mental Requirements

Physical requirements include: sight, hearing, standing for more than four hours each day, other physical requirements needed to complete essential functions of the position and other duties as assigned. Necessary mental requirements include: concentration and focus on teen outreach and membership objectives.

Additional Responsibilities

Adhere to organizational policies and procedures as described in the Employee Handbook, Ethics Policy and elsewhere.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.