

JOB DESCRIPTION

Title: Teen Director
Department: Programs
Supervisor: Program Director
FLSA: Non Exempt

Job Summary: Responsible for developing and implementing teen programs and developing local resources for Club teens ages 13 – 18. Programs will foster positive self-identity; educational, employment, social, emotional and cultural competencies; community and civic involvement; health and life skills and a moral compass.

Qualifications:

Knowledge: Principles related to youth development; partnership development; group leadership

Education: Must possess College degree in Social work, Physical Education or related field

Experience: One year B&G Club experience or similar organization; supervisory experience

Skills:

- Ability to work with teens and keep them motivated
- Organizational skills
- Ability to multitask
- Strong interpersonal and communication skills
- Leadership
- Relationship building and teamwork
- Safety, health and environmental

Environment and Working Conditions:

Work is conducted in a Club setting – indoors and outdoors

Physical and Mental Requirements:

- Ability to maintain a high energy level
- Ability to perform multifaceted projects along with day-to-day activities

Duties and Responsibilities:

1. Recruit teens of both genders and all ages for teen programs
2. Prepare teens for success through programs, activities and services provided by the Club
3. Implement teen programs by partnering with local resources
4. Program responsibilities include: Passport to Manhood, Career Launch, Trivia, Diploma's 2 Degrees program, Homework sessions, Coach basketball team, Youth of the Year program, Keystone Club and other programs as assigned by Program Director
5. Take responsibility for the Teen Room
6. Assist with program flyers, handouts, schedules
7. Plan field trips
8. Involvement with other Clubs – Program Council
9. Training with other Clubs
10. Contribute to develop partnerships with parents and families
11. Will be expected to drive Club vehicle periodically
12. Other tasks as assigned