



Job Title: Teen Director
Position Classification: Non – Exempt
Reports To: Branch Director

Hours: 25 hours plus per week
Salary: \$9 to \$12 per hour DOE
Supervisor: Branch Director

GENERAL FUNCTION:

In accordance with the elements of competence established for the Boys & Girls Clubs of Spokane County, the Teen Director is responsible for overseeing the planning, implementing and evaluation of the Teen programs, (grades 7 - 12) for the Northtown Club.

KNOWLEDGE & SKILLS REQUIRED:

Understanding of the Organization’s philosophy, vision and goals. Experience in youth development field. Ability to deal with a diverse population of youth grades 7 to 12. Experience with program development, planning, delivery and implementation. Management and supervisory experience. Strong communication and interpersonal skills. Knowledge of all national and local programs. Mandatory CPR and First Aid Certification. Ability to establish and cultivate positive relationships with youth.

Job Segments:

Prepare Youth for Success

Plan and oversee the administration of the Teen programs and activities that support Youth Development outcomes:

- Establish Teen program objectives consistent with organizational goals and mission.
- Ensure teen members are encouraged to participate in the Teen program activities and receive instruction and constructive feedback to develop skills in the Teen area.
- Ensure programs, services and activities that prepare teens for success, promoting safety of members and quality in programs at all times.
- Provide guidance and role modeling to teen members.
- Demonstrate leadership to assure conduct, safety and development of members.

Teen Program Development and Implementation

Evaluate the Teen program on a continual basis and ensure activities respond to member needs and address their gender and cultural diversity.

- Recruit new teen members and participate in their Club orientation process.
- Attend open houses and community events.
- Formulate and adhere to a work schedule that allows you to visit each of our “feeder” schools during the lunch period a minimum of one time per week.
- Control Teen program and activity expenditures within approved budget.
- Facilitate BGCA National Programs to include: Keystone Club, Torch Club, SMART Moves, Passport to Manhood, SMART Girls, Career Launch, Money Matters, Job Ready, etc.

Supervision

- Allocate and monitor work assignments to any teen junior staff and volunteers, providing ongoing feedback and appraisal. Identify and support training and development opportunities for assigned staff and volunteers.
- Conduct proper Teen program record keeping including activities and events conducted, breakdown of daily participation figures, notable achievements and any problems or issues.
- Assist Branch Director in supervising all teen program staff and volunteers. Ensure productive and effective performance by all Teen staff by providing program instruction and support.

Marketing and Public Relations

- Increase visibility of Teen programs within the community and schools.
- Post daily and weekly schedules, announcement of upcoming events and the dissemination of timely information for the development of the advertising and promotion of the Teen program through mailings, flyers and media releases.
- Recruit teen members through outreach to the community.
- Create monthly calendars and plan monthly teen outreach events.

ADDITIONAL RESPONSIBILITIES:

- Oversee special programs and/or events, and/or participate in the implementation of other program activities as necessary. May be required to drive Club van periodically.
- Consult with parents concerning members and Teen program issues as requested by the Branch Director.
- Ensure a productive work environment by participating in weekly branch staff meetings and monthly administration meetings.
- Maintain positive, friendly and professional interactions with Club employees and cooperating organizations.
- Cleaning assigned program areas as well as others as assigned.

RELATIONSHIPS:

Internal: Maintain close, daily contact with staff (professional and volunteer), Club members, and Branch Director to receive/provide information, discuss issues, instruct and advise/counsel.

External: Maintain contact as needed with external community groups, schools, member's parents and others to assist in resolving problems, and building the Teen program to meet member's needs.

WORK ENVIRONMENT:

Maintains internal contact with the Branch Director, and staff to obtain and exchange information and coordinate activities. Maintains contact with external community organizations, individuals and parents. Occasional weekend and evening work to support organization's fundraising events and activities.

PHYSICAL REQUIREMENTS:

Must be comfortable performing multi-faceted projects in conjunction with day-to-day activities. Must be able to run, walk, sit, kneel, stand for long periods of time. Physical requirements also include sight, hearing, sitting for four plus hours per day, and ability to implement programs.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of the staff member in this position. It is not designed to contain, nor be interpreted as, a comprehensive listing of all duties, responsibilities, qualifications and objectives that are required of the person holding the position.

SIGNATURES:

The position holder and supervisor have reviewed and discussed this description of responsibilities. The incumbent agrees to perform the duties satisfactorily with the supervisor's guidance.

Employee: _____ **Date:** _____

Printed Name _____

Supervisor: _____ **Date:** _____

Printed Name _____

Exec Director: _____ **Date:** _____

Printed Name _____