

BOYS & GIRLS CLUBS OF DORCHESTER
JOB DESCRIPTION

JOB SUMMARY/PRIMARY FUNCTION:

The Teen Director is responsible for the recruitment and engagement of teen members through the delivery of a broad range of programs within the teen program. By personal example, helps interpret the quality of BGCD values to members, parents and staff. Plans, develops, implements and assesses all programs and activities and supervises the program and the staff.

The Teen Director will also lead the teen members in age appropriate development activities that promote health lifestyles, good character and citizenship and academic success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In collaboration with the VP of Youth & Teen Development and Director of Teen Development, establish, maintain and run programming that aligns with the Club's mission, addresses the diversity of members and supports and encourages member participation.
- Evaluate and if necessary, redirect teen programs on a quarterly basis via outcome measurements.
- Demonstrate leadership to assure conduct, safety and development of teen members.
- Use positive, constructive methods of behavior guidance/positive reinforcement and ensures that all staff does the same.
- Recruit, train, manage and coach teen staff and volunteers in accordance with established standards and goals.
- Promote and market teen programs to members via posting for daily schedule, announcements of upcoming events, creation of flyers and the dissemination of timely information through mailings, flyers, social media and additional media resources.
- Develop and maintain partnerships with the community groups, neighborhood schools and other outside agencies and perform outreach through the year by coordinating and conducting site visits.
- Work closely with Education Strategist and attend and assist at Power Forward events.
- Attend with special events and assist with other teen activities, including Keystone.
- Maintain proper record keeping and reporting of teen programs including; outcome reports, activities and events, daily participation figures, notable achievements and any problems/issues.
- Operate teen program within established budgetary guidelines and follow finance policies and procedures.
- Attends all staff meetings and training sessions.
- Assume other duties as assigned by Director of Teen Development and Programming and senior management staff.
- Adhere to and uphold all Club and Member rules and policies.

POSITION REQUIREMENTS:

- Ideal candidates will have an interest in recreation and enjoy hands-on activity participation.

- 2+ years prior experience and proven ability working with teens and developing teen programming for participants from a variety of backgrounds
- Ability to collaborate with other Club staff, members and external.
- Must have a valid Driver's License and be able to drive the Club's van.
- Must have a high school diploma or equivalent; bachelor's degree, preferred.
- Flexibility to work clubhouse hours especially as seasons and service needs change.
- partners.
- Must have knowledge of and be committed to carrying out the BGCD program philosophy and goals.
- Must have demonstrated effective communication skills, organizational skills and sound judgment.
- Be or become CPR/FA certified if employed for summer camps.
- Must consent to a CORI/SORI and background check.