



**BOYS & GIRLS CLUBS
OF WHITTIER**

POSITION TITLE: TEEN COORDINATOR
PERFORMANCE PROFILE: Youth Development Professional
REPORTS TO: Area Director
FLSA CLASSIFICATION: Full Time Equivalent/ Hourly/ Non-Exempt
PAY RATE: \$25/Hr.-\$27/Hr., Up to 32 Hrs./Wk.
JOB POSTING TIMELINE: Email your resume to hr@bgcw.org; position open until filled

PRIMARY FUNCTION

The Teen Coordinator is responsible for program implementation and supervision of youth grades 9th - 12th at the Pico Rivera Clubhouse with special emphasis on the Leaders In Training program. We are looking for a strong leader who can easily build relationships with both our members and our school and community stakeholders.

KEY RESPONSIBILITIES

Prepare teens for success:

- Plan and oversee the administration of the teen program.
- Encourage teen participation in a variety of program activities.
- Ensure proper conduct, safety, and development of members.
- Ensure teen volunteering throughout the Main Clubhouse and in the community.

Program implementation:

- Implement the Leaders in Training program.
- Maintain program goals to ensure the health and safety of teens.
- Assist in the evaluation of teen programs, including the tracking of outcome metrics.
- Verify that programs and activities respond to member needs and address their cultural diversity.
- Assist in controlling activity expenditures within approved teen budget.
- Support Club program staff with L.I.T. engagement in specific program areas.
- Participate in training and development opportunities when they are made available.
- Keep proper record keeping and reporting, including activities and volunteer hours of all Leaders in Training participants.
- Ensure that incident reports, permissions slips, and all other necessary reporting for Teen programs are done in accordance with Club policy.
- Turn in all reports in a timely manner.

Supervision:

- Supervise teens at all times utilizing the active supervision model.
- Provide proper role modeling for teens and hold members accountable respectfully.
- Stay engaged and engaging with teens during programming.

Marketing:

- In coordination with the Area Director increase visibility of programs via posting of daily schedule and make announcements of upcoming events through mailings, fliers, and social media.

Additional Responsibilities:

May oversee or support special programs, activities, and events (i.e. Keystone, Leadership camp, Youth of the Year Awards programs).

- May be required to drive a Club Van periodically.

- May engage in community outreach, marketing, and promotion of programs.
- May attend funder meeting and report on program outcomes and achievements.
- Other duties as assigned.

REQUIREMENTS:

- 48 College credits from an accredited college or university
- 2 years of work experience in a Boys and Girls Club or another youth-serving non-profit agency preferred.
- Strong verbal and written communication skills with proactive problem solving.
- Group leadership skills, including an understanding of group dynamics and youth development principles.
- Commitment to the BGCW mission.

HIRING REQUIREMENTS

- Clearance of Live Scan Fingerprinting, Background Check, & Drug Test prior to hire
- Current TB test
- Valid Driver's License & Clean Driving Record
- CPR and First Aid certification
- Sexual Harassment & Mandated Reporter training (provided after hire)

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

It is the policy of Boys & Girls Clubs of Whittier to consider all applicants and employees for their ability to perform their job without regard to their disabilities as required by law. We encourage all applicants and employees to notify management if accommodations are required for you to access your work area or to successfully perform your job duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EQUAL OPPORTUNITY:

It is our policy to base all employment decisions without regard or consideration for any individual's race, color, religion, sex, age, national origin, ancestry, citizenship, handicap, marital status, or medical condition unless required by legislation or business necessity. The Boys & Girls Club of Whittier believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is the responsibility of every manager and employee to ensure that discrimination does not occur in the workplace.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

MISSION

The mission of the Boys & Girls Club of Whittier is to inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens.