



POSITION TITLE: TEEN PROGRAM SPECIALIST
PERFORMANCE PROFILE: Youth Development Professional
REPORTS TO: Area Director
HOURS/CLASSIFICATION: Part-Time / Hourly/ Up to 25 Hrs. per Week / Non-Exempt
PAY RATE: \$18.25/Hr.- \$20.25/Hr.
JOB POSTING TIMELINE: Email your resume to hr@bgcw.org, position open until filled

PRIMARY FUNCTION

The Teen Program specialist is responsible for program management, implementation, and supervision of youth grades 9th – 12th at the Main Clubhouse with special emphasis on the Leaders in Training and College Bound Programs. We are looking for a leader who can connect with our teen members and create an environment that inspires teens to step into their greatness and challenge their potential.

KEY RESPONSIBILITIES

Prepare Teens for Success

- Work collaboratively to oversee the management of Teen Programs.
- 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 Leaders in Training Program.
- Maintain program goals to ensure the health and safety of teens.
- Assist in the evaluation of Teen programs, including tracking outcome metrics.
- Verify that programs/activities respond to member needs and address their gender and 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 made available.
- Keep proper record keeping and reporting, including activities and volunteer hours of all Leaders in Training participants. Ensure that incident reports, permission slips, and all other necessary reporting for the Teen Program 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 with teens during teen programming.

ADDITIONAL RESPONSIBILITIES

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

- May be required to drive a Club van periodically.
- May attend funders meetings and report on program outcomes and achievements.
- Additional duties as assigned.

SKILLS/KNOWLEDGE REQUIREMENTS

- 48 college credits from an accredited college or university, or equivalent experience.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Experience working with teens.
- Sincere desire to make an impact in the lives of teens.
- Active, approachable, and available.
- Strong organization & interpersonal skills.
- Group leadership skills.
- Bilingual – Spanish Preferred but not required.
- A one school year commitment or longer to the program.
- Available to work weekends if necessary.

HIRING REQUIREMENTS

- Able to lift more than 20 lbs.
- Clearance of Live Scan Fingerprinting, Background Check, & Drug Test prior to hire
- Current TB test
- Clean driving record
- Valid Driver's License
- CPR and First Aid certification
- Sexual Harassment & Mandated Reporter training (provided after hire)

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

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 regularly 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.