

BOYS & GIRLS CLUBS OF DORCHESTER
JOB DESCRIPTION

TITLE: **Teen Program Director**
DEPARTMENT: **Teen Center**
REPORTS TO: **Director of College & Career Pathways**
FLSA CLASS: **Exempt**

JOB SUMMARY/PRIMARY FUNCTION:

The Teen Program Director is responsible for 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: Healthy Lifestyles, Good Character and Citizenship, and Academic Success.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Staff Management

- Manage, train and coach Youth Workers in accordance with established standards and goals.
- Communicate effectively so that site staff understands the standards of the teen program and work to keep the program areas safe, well ventilated, well lit and maintain program equipment.
- Recruit staff and volunteers.
- Ensure programs run with minimal disruption.
- Utilize staff in program creation and assessment.
- Attends all staff meetings and training sessions.
- Assist with teen staff hiring process.
- Help plan and run the Safe Summer Streets Program.

Program Management

- Establish and maintain program objectives and goals that are consistent with organizational goals and mission.
- Maintains safety of children as a first priority. Emphasizes personal safety and emotional wellbeing with children, parents and other program staff at all times.
- Plan and implement daily curriculum of teen center activities and enrichment programs
- Create and implement teen programs and activities that address the diversity of members and that support and encourage 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.
- Uses positive, constructive methods of behavior guidance/positive reinforcement and ensures that all staff does the same.
- Manage administrative functions of teen programs and activities within assigned resources.
- 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.

- Promote and market teen programs to members via posting for daily schedule, announcements of upcoming events and the dissemination of timely information through mailings, fliers, social media and additional media resources.
- Develop and maintain partnerships with the community groups, neighborhood schools and other outside agencies.
- Lead in the supervision and delivery of Keystone Club, BGCD's teen leadership and community service program
- Assume other duties as assigned by the Director of College & Career Pathways and senior management staff.
- Adhere to and uphold all Club and Member rules and policies.
- Help oversee Power Forward sessions/events
- Assist & Attend College Tours
- Assist in the planning and supervision of Teen Takeover Event on Friday evenings
- Work closely with WDYC program director to recruit, retain and run teen programs regularly at WDYC
- Plan and implement recreational activities as part of BGCD's Safe Summer Streets Program during summer hours (2:00-10:00pm schedule)

POSITION REQUIREMENTS:

- Flexibility to work clubhouse hours especially as seasons and service needs change.
- Ideal candidates will have an interest in recreation and enjoy hands-on activity participation.
- 2+ years prior experience working with teens and developing teen programming required.
- Proven ability to work with and understand the needs of children and be committed to working with participants from a variety of backgrounds.
- Knowledge of group process – must agree to work in harmony with other staff.
- Must have knowledge of and be committed to carrying out the BGCD program philosophy and goals.
- Must have demonstrated effective communication skills.
- Must possess demonstrated organizational skills and sound judgment.
- Must have a valid Driver's License and be able to drive the Club's van.
- Be or become CPR/FA certified if employed for summer camps.
- Must consent to a CORI/SORI and background check.
- Must have a high school degree or equivalent; some college or college degree preferred.