

**BOYS AND GIRLS CLUBS OF DORCHESTER**  
**JOB DESCRIPTION**

**TITLE:** Safe Summer Streets Group Supervisor  
**DEPARTMENT:** Safe Summer Streets Teen Program  
**REPORTS TO:** Teen Program Director  
**CLASS:** PT Seasonal (*June 22nd-August 12th, 4:00-10:00 M-F*)

**JOB SUMMARY/PRIMARY FUNCTION:**

The Safe Summer Streets Group Supervisor is responsible for overseeing the delivery of a broad range of programs within the Safe Summer Streets Program. Assists with the planning, development, implementation and supervision of programs, and performs related administrative duties. Assist all Safe Summer Streets program staff in the delivery of quality and developmentally appropriate programs for teen members. The Safe Summer Streets Group Supervisor will lead the teens in age appropriate development activities that promote: Healthy Lifestyles, Good Character and Citizenship and Academic Success

**KEY ROLES: (Essential Job Responsibilities)**

- Implements and oversees programs/activities in a variety of program area
- Assist the Teen Program Director to establish and maintain area program goals and setting that ensures the health and safety of members
- Maintains safety of children as a first priority. Emphasizes personal safety and emotional wellbeing with children, parents and other program staff at all times.
- Assist in leading field trips for group as assigned by Teen Program Director
- Assist in the supervision and discipline of members participating in programs and services within the program area as well as throughout the clubhouse as deemed appropriate.
- Participate in collaborative programs and events with staff from other clubhouse departments as well as staff from other BGCD clubhouses and community organizations as appropriate.
- Assist program partners and consultants who can offer related instruction, support and guidance to members.
- Ensures that members: actively participate in a variety of programs/activities; seek advice/guidance from staff in regard to problems; and receive caring, respect and recognition for their efforts
- Plans and oversees the administration of programs and activities. Establishes objectives consistent with organizational goals and mission
- Assist in the serving of the Healthy Meals Program daily
- Secure, maintain and monitor materials, equipment and other resources belonging to the program area(s). Maintain a clean and safe program area(s).

**ADDITIONAL RESPONSIBILITIES:**

- Demonstrates leadership to assure conduct, safety and development of members
- Assume other duties as assigned

**POSITION REQUIREMENTS:**

- High school degree/GED and some college.
- Direct experience providing recreation programs for youth.
- Knowledge of youth development principles. Strong interpersonal and communication skills required.
- Proven ability to work with and understand the needs of children and be committed to working with participants from a variety of backgrounds.
- Must have knowledge of and be committed to carrying out the BGCD program philosophy and goals.
- Ability to work independently and as part of a team.
- Flexibility to work clubhouse hours especially as seasons and service needs change.
- Must be or become CPR / FA certified
- Must consent to and pass a CORI/SORI and background check.

#### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Moderate physical requirements. Nearly all work is performed in a comfortable indoor facility, with some work performed outside, exposed to changing weather conditions. Must be consistently able to instruct and participate in a vast variety of sports and physical activities.

Occasional – Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, handling objects with hands, talking and hearing. Job occasionally requires reaching, climbing, stooping, kneeling, crawling, crouching, pushing, pulling and lifting up to 50 pounds.