



## Ellettsville Club Teen Program Coordinator

WORKING HOURS: Monday - Friday, 1-6 p.m.

DATES: August 10, 2018 - May 24, 2019

BASIC JOB FUNCTION: The Teen Program Coordinator plans, implements, supervises and evaluates activities provided within a specific program area working with young people ages 11-18, such as Healthy Lifestyles, Academic Success, Character & Leadership Development and Access to the Arts. The Teen Coordinator will also build relationships with partners and organizations to provide outside programming, manage teen program staff and volunteers, and ensure positive behavior management of the teen program members.

This position is funded by the AmeriCorps program of the Corporation for National & Community Service, a government agency that engages more than five million Americans in service through national service initiatives. Upon completion of a 900 hours requirement, you will receive an Education Award. Additional benefits include: bi-weekly stipend, training, and student loan deferment.

EDUCATION/EXPERIENCE REQUIREMENTS: EDUCATION/EXPERIENCE REQUIREMENTS: 2 or more year's youth work experience required. Higher education degree preferred. Individual must be able to manage staff, work with large groups of youth and have education knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Ensure engagement, promote and stimulate participation, consistent attendance, and recruitment of teens enrolled in activities.
2. Establish rapport with teens and provide mentoring, guidance, role modeling to members and overall direction for their leadership development, artistic skills, physical activity engagement and academic progress
3. Effectively implement and administer programs, services and activities.
4. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all time.
5. Engaging members in activities successfully and provide a safe environment for members.
6. Support members emotional and social development, encouraging understanding of others and positive self-concepts successfully.
7. Plan and facilitate purposeful and engaging activities and group projects
8. Submit regular lesson plans, attendance sheets and other administrative duties
9. Participate in training and staff development activities.
10. Mandatory cleaning set up and closes down of program area on a daily basis.
11. Reports to Program Director.

**If you are interested in applying for this position, please email the Ellettsville Unit Director, Tabitha Cassani, at [tcassani@bgcbloomington.org](mailto:tcassani@bgcbloomington.org) or call (812)300-0100.**