



Discovering Careers Teen Program Coordinator

WORKING HOURS: 30 hours per week.

PAY RATE/SALARY: \$11.50

DATES: 50 week available per year, beginning January 2019

JOB DESCRIPTION:

The Discovering Careers Teen Program Director will develop and implement programming for our 12-18 year old members. The position is responsible for hiring and managing all staff, interns, and volunteers in these areas. The position will oversee the Discovering Careers program, Indiana Kids program, and other teen/education programming.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily programs that encourage youth to be engaged in education and career exploration and development.
2. Follow guidelines of our Discovering Careers program
3. Create and maintain various programs for teens to remain involved in.
4. Encourage a positive environment for members to learn, interact, and grow.
5. Conduct small and large group active enrichment activities.
6. Assist with transportation of teen program.
7. Assist with cleanup and organization of all program areas.
8. Build positive relationships with youth, volunteers, parents, schools, and community.
9. Assist with tracking daily attendance and other applicable program administrative duties.
10. Assist with preparing information for reporting purposes when necessary.
11. Attend mandatory staff meetings and training sessions.
12. Report to Unit Director.
13. Assume other duties as assigned.

QUALIFICATIONS:

1. Higher education degree preferred.
2. 2 or more years youth work experience required.
3. Experience in managing staff.
4. Experience and knowledge about education/teen programs

WORK 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 relationships with staff, volunteers, and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

Neil Smith
nsmith@bgcbloomington.org
Unit Director- Lincoln St Unit
Boys and Girls Clubs of Bloomington
311 S Lincoln St.