

Good Character & Citizenship Director

UNIT/LOCATION: Crestmont

WORKING HOURS: 40 hours per week - Monday through Friday (11:00 a.m.-7:00 p.m. during the school year, weekends and additional hours as necessary; summer hours will vary)

PAY RATE: \$30,000-\$33,500 annual salary

VACATION/SICK DAYS: Personal Time Off details outlined in Employee Manual

BENEFITS: As outlined in Employee Manual

HOLIDAYS: Paid days off, as outlined in Employee Manual

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

START DATE: As soon as possible

JOB DESCRIPTION:

The Good Character & Citizenship Director will schedule and supervise programs, track members' progress, and complete reports for the Good Character & Active Citizenship priority outcome. The Good Character & Citizenship Director will be the lead staff in the Teen Center and supervise support staff in the area. This position is responsible for ensuring that our members have a safe, positive environment while in the Teen Center. The Good Character & Active Citizenship Director will work intimately with all programs designed for members 12 and older. The Good Character & Citizenship Director will work with all age groups in this priority outcome by designing and ensuring implementation of service projects throughout the facility.

ESSENTIAL JOB FUNCTIONS:

1. Recruitment of teen members to the Crestmont Boys & Girls Club.
2. Schedule and implement activities for teens that promote good character and active citizenship.
3. Record attendance and program data .
4. Effectively run the annual Youth of the Year program.
5. Assist the Education Department with teen members enrolled in Indiana Kids.
6. Submit reports to the Program Director.
7. Supervise teen areas, programs, and staff.
8. Provide transportation for teen programming.
9. Develop and implement daily programs that encourage teens to participate and learn.
10. Coordinate staff, interns, and volunteers in program areas.
11. Recruit, manage, and organize volunteers for the after school program.
12. Create and maintain various programs for teens to remain involved in.
13. Provide supervision and guidance in teen program areas and provide assistance and interactive support to teens.

14. Encourage a positive environment for youth to learn, interact, and grow.
15. Conduct small and large group active enrichment activities.
16. Assist with clean up and organization of all program areas.
17. Build positive relationships with youth, volunteers, parents, schools, and community.
18. Assist with tracking daily attendance and other applicable program administrative duties.
19. Assist with preparing information for reporting purposes when necessary.
20. Report to Crestmont Boys and Girls Club Unit Director.
21. Attend staff meetings and training sessions.
22. Assume other duties as assigned.

QUALIFICATIONS:

Minimum of two years work experience in a school or youth serving organization supervising activities for youth and teens, or equivalent experience. At least 3 years of college or university experience; a received degree is preferred.

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.