

## ***Good Character & Citizenship Coordinator***

**UNIT/LOCATION: Crestmont**

**WORKING HOURS: 900 hours completed by 8/31/19**

**PAY RATE: AmeriCorps 900 Hour Americorps Contract: Living Stipend of \$7,425 awarded proportionally bi-weekly; Educational Award of \$2,865 awarded at the end of service.**

**DATES: Start Date September 5th**

### **JOB DESCRIPTION:**

The Good Character & Active Citizenship Support Staff will work with other Teen staff to schedule and supervise programs, track members' progress, and complete reports for the Good Character & Active Citizenship priority outcome. The Good Character & Active Citizenship Coordinator will play a key role in the Teen Center. This position is responsible for ensuring that our members have a safe, positive environment while in the Teen Center. The Good Character & Active Citizenship Coordinator will work intimately with all programs designed for members 12 and older.

### **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. Assist the Education Department with teen members enrolled in Indiana Kids
4. Supervise teen areas, programs, and staff
5. Assist in cleanup of program areas
6. Cultivate and develop positive relationships with members, staff, volunteers, schools, parents, and the community
7. Attend staff meetings and training sessions
8. Assume other duties as assigned

### **QUALIFICATIONS:**

1. High School Diploma or equivalent; Higher Education degree preferred
2. Two or more years of work experience
3. Experience in managing staff
4. Experience, knowledge, and interest in the development of teenagers

### **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.