



BOYS & GIRLS CLUBS
OF BLOOMINGTON

JOB DESCRIPTION & OFFER LETTER
www.bgcbloomington.org 812.332.5311

Teen Program Director

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/SALARY: \$30,000 - \$33,000

DATES: beginning November/December 2019

BENEFITS AND PTO: Outlined in Employee Handbook

JOB DESCRIPTION:

Responsible for overseeing the delivery of a broad range of programs within the teen program (12-18 year olds), such as Academic Success, Character & Leadership, and Healthy Lifestyles. Plan, develop, and oversee implementation and supervise teen programs and program staff. Responsible for implementing, ensuring, and conducting enriching program activities for youth both inside and outside of the unit. The Teen Program Director will be responsible for hiring and managing all staff, interns, and volunteers in the teen areas with the assistance of the Unit Director. Teen Program Director will not be directly responsible for specific programs if desired, but will be integral to the successful implementation of all activities.

ESSENTIAL JOB FUNCTIONS:

1. Prepare Youth for Success

- Plan and oversee the administration of unit teen programs and activities that support Youth Development Outcomes:
 - Establish unit program objectives consistent with organizational goals and mission.
 - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
 - Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - Demonstrate leadership to assure conduct, safety and development of members.

2. Program Development and Implementation

- Establish and maintain unit program goals and settings that ensure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.
- Ensure the evaluation of Club programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
- Control unit program and activity expenditures within approved budget.



3. RELATIONSHIPS:

- Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.
- External: Maintain contact as needed with external community groups, schools, members' parents and others to assist in resolving problems.

4. ADDITIONAL EXPECTATIONS

- Develop and implement daily programs that encourage positive activity.
- Create and maintain various programs for members to remain involved in.
- Encourage a positive environment for members, staff, and volunteers to learn, interact, and grow.
- Conduct small and large group active enrichment activities.
- Assist with cleanup and organization of all program areas.
- Build positive relationships with youth, volunteers, parents, schools, and community.
- Assist with tracking daily attendance and other applicable program administrative duties.
- Assist with preparing information for reporting purposes when necessary.
- Attend mandatory staff meetings and training sessions.
- Report to Unit Director.
- Volunteer management and tracking.
- 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.