



## **Assistant Teen Program Director**

WORKING HOURS/PAY RATE: \$10.00/25-29 hrs a week

VACATION/SICK DAYS: Unpaid, 2 per semester

HOLIDAYS: Unpaid days off

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

BENEFITS: None Provided

DATES: 1/6/2020- 5/29/2020

BASIC JOB FUNCTION: Lead, facilitate, develop, and monitor our daily programming serving 25-40 youth in Teen programming. Leadership and support of staff. Long-range project development. Both administrative and youth work responsibilities supporting and working with the Program Director. Assist in the training of Teen Program Intern. Lead an engaging and educational homeroom experience. Assist in special events programming and planning. Lead and track programming including: Discovering Careers Program, SMARTGirls, Indiana Kids, Leader in Training, and other BGCA programming. Interact appropriately with club members, staff, and club parents.

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

### SKILLS/KNOWLEDGE REQUIREMENTS:

Demonstrates a high degree of initiative, self-direction, and creativity.

Demonstrates strong organizational and communication skills.

Exhibits professionalism.

Maintains excellent working relationship with staff, volunteers and public.

Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

### ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily programs that encourage members to take part in their community and to inspire them to be better citizens.
2. Develop and implement programs focusing on College, Career, and Trade experience/prep
3. Develop partnership with a local trade school
4. Develop career experience opportunities for all teens—set up internships/jobs for older teens (skate shops, bike shops, game shops, art shops, etc...)
5. Develop Character and leadership initiatives for the club that the teens can lead
6. Create and maintain various programs for members to remain involved in.
7. Encourage a positive environment for members to learn, interact, and grow.
8. Conduct small and large group active enrichment activities.
9. Assist with clean up and organization of all program areas.

Send Resume to  
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