



**BOYS & GIRLS CLUBS
OF BLOOMINGTON**

Ferguson Crestmont Teen Program Coordinator

WORKING HOURS/RATE: Monday to Friday, 12 - 7 p.m. / \$13 per hr

Individual schedules will be determined and communicated by supervisors.

BASIC JOB FUNCTION: The Teen Program Coordinator plans, implements, supervises and evaluates activities with young people ages 11-18, such as Healthy Lifestyles, Academic Success, Character & Leadership Development and Access to the Arts. The Teen Coordinator will also build relationships with partners and organizations to provide outside programming, manage teen program staff and volunteers, and ensure positive behavior management of the teen program members. There will be added responsibilities for recruitment and retention of teens in the upper grades through teen nights, events and special programs.

This program has specific and rigorous management and tracking requirements, including, but not limited to: daily attendance tracking, activity tracking by members, additional expense reconciliations, field trip pre-approvals, annual reporting, etc.

EDUCATION/EXPERIENCE REQUIREMENTS: 1 or more year's youth work experience required. Higher education degree preferred. Individuals must be able to manage volunteer staff and/or interns, work with large groups of youth and have education knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism and maintains excellent working relationships with staff, volunteers and public.
4. 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 for all members.
2. Create lesson plans and work with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+ kids) in recreation and academic settings.
3. Utilize the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
4. Manage program space which includes leading volunteers/interns in administration of programmatic best practices.
5. Build positive relationships with youth, parents, schools, and community.
6. Document disciplinary actions, physical injuries and incidents in program and report to professional staff.
7. Track daily attendance and program outcomes, prepare data for reporting purposes when necessary.
8. Mandatory cleaning, set up and closing down of the program area on a daily basis.
9. Participate in training and staff development activities.
10. Assume other programmatic and administrative duties as assigned.

Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.

Please send resume and cover letter to jobs@bgcbloomington.org and tcassani@bgcbloomington.org