

Boys & Girls Clubs of the Coastal Plain POSITION DESCRIPTION

Title: Teen Coordinator

Supervisor: Unit Director

PRIMARY FUNCTION:

Teen Coordinator directs/manages the overall daily operation of the Teen Center and all teen programming with primary concern for program planning and implementation, direct supervision of program staff, member recruitment and retention, and community relations regarding the Teen Center.

Club Leadership

- Communicate, implement, and enforce organization's operational policies and procedures. Evaluate opportunities to improve operations and then creates and communicate strategies to implement improvements.
- Ensure that programs, services, facilities and staff prepare youth for success. Ensure that program delivery results in desired outcomes.
- Analyze Club's needs, resources and community demographics to identify and implement actions to optimize Club use.
- Analyze Club's membership levels and average daily attendance. Develop and implement strategies to increase membership to reach maximum capacity while still delivering effective programming.
- Recruit, manage and provide career development opportunities for unit staff and volunteers. Conducts regular staff meeting to keep staff informed and engaged.
- Develop performance objectives for direct reports as well as monitors performance and provides on-going feedback.
- Lead Club employees and volunteers in a comprehensive, coordinated and on-going effort to promote membership enrollment and program participation.
- Handle crisis situations and take actions to resolve conflicts, disputes and/or concerns of leaders, club members, parents, volunteers and staff.
- Demonstrate the ability to interpret and explain program evaluation methods as well as create action plans based on the results.

Club Programs & Services

- Plan, organize and implement a club experience for teens which is developmentally appropriate and significantly different than that of the younger members; it emphasizes more privileges, responsibility, greater input and ownership. Ensure that the program is fun and impactful for teens.
- Ensure the involvement of teens in the development and implementation of programs and activities.
- Develop, organize, coordinate and implement teen leadership programs including but not limited to Keystone Club, Torch Club and Youth of the Year.
- Organize and lead the evaluation process for overall programs and services to ensure they meet the stated objectives and member needs and interests.
- Compile and share, as appropriate, regular reports reflecting club activities, attendance and participation.
- Ensure Club's special events and field trips are properly planned and supervised.

- Ensure a healthy and safe club environment, assuring that facilities, grounds, and equipment are well maintained and supplies are adequate and available.
- Work with the Development and Impact Associate to implement, track and submit reports for all required grants activities.
- Ensure a healthy relationship is created with Club member parents including regular communication through conversation, print material, email, private meetings and parent meetings. Create a warm, welcoming environment for club parents.
- Develop and implement a teen membership outreach, recruitment and retention plan.

Community Relations and Collaborative Partnerships

- Work with Club staff to increase the visibility of Club programs and to communicate the benefits of Club membership to the community. Assist with the development of advertising and promotional material and other forms of communication to current Club families, as well as, potential new Club families.
- Participate in activities to maintain good public relations for Club programs, services and activities.
- Develop collaborative partnerships with the other youth-serving organizations, current members, parents, families, and community organizations.

Additional Responsibilities

- Serve as a fully participating member of the organizational team, cooperating with all staff to assure overall organizational effectiveness and maximum service impact on the youth we serve.
- Respond to development and operational needs for information to support resource development initiatives by developing, maintaining, and preparing appropriate records and reports.
- Assist with driving Club vehicles as needed.

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

<p>DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.</p>
--

Please submit resumes to DJ Jones at djones@bgccp.com