



NOTICE OF JOB VACANCY

Posting Number: 09-18

Date Posted: 22 June 2018

Job Title: Teen Coordinator

Location: Semmes Boys & Girls Club
3810 Wulff Road East, Semmes AL

Hours: **Regular Part Time with a Variable Schedule**
Academic Year – 15 to 29 hours per week; Monday through Friday
between 2:30 PM and 6:30 PM
Summers: 40 hours per week - Monday through Friday - **between 7:00 AM and 6:00 PM.**
This timetable varies based on scheduled Club hours and the discretion of the Branch Director. Extra hours as needed for special events.

Salary Range Minimum (Hourly): \$9.00
This is a Fair Labor Standards Act nonexempt position.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA operates seven permanent and three summer-only Club sites in Mobile County and a camp ground facility.

PRIMARY FUNCTIONS:

Responsible for managing the teen programs at the Club Branch. The incumbent will plan, schedule, and implement daily programs and activities in the community, programming services to Branch teens, generating positive public relations with the public and in the community. Develop program capacity to recruit, retain and address needs of teen members.

KEY ROLES (Essential Job Responsibilities):

A. Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - promote and stimulate program participation;
 - Provide guidance and role modeling to members.

- Recognize successes
 - Mentor and set up mentoring opportunities for teens and for teens to mentor younger members
2. Increase visibility of Club teen programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases. Prepare program materials and aids.
 3. Promotes and stimulates daily teen programs participation as well as participation in designated national and special events programs. Programming should be appropriate, in correlation with our organizational values, and yield active engagement from members and staff involved.
 4. Orients new members to teen programs, special events, and opportunities as well as to club safety, program and disciplinary rules.
 5. Provides guidance and role modeling to members, which includes adherence to dress code.

B. Program Development and Implementation

6. Implements, monitors and evaluates programs, services and activities for members
7. Monitors and evaluates programs, services and activities to ensure safety of members and quality in programs.
8. Recognizes club members for program participation and achievement.
9. Maintains records to track attendance and participation.
10. Participate in collaborative programs and events with staff from other Branches and community organization as appropriate.

C. Supervision

11. Travel between sites and to activities as needed.
12. Safeguard the confidentiality of all teens participants in selected noted areas
13. Maintains order and discipline of club members
14. Ensures a productive work environment by participating in weekly club staff meetings.

D. Additional Responsibilities:

15. May oversee special programs and/or events, and/or participate in the implementation of other club activities as necessary.
16. May be required to drive Club van periodically.
17. May consult with parents concerning member and branch issues.
18. Perform other assignments as requested

RELATIONSHIPS:

Internal: Maintains close, daily contact with Branch staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist.

Skills and Knowledge Required:

1. Associate's degree or education/experience equivalency.
2. Minimum of two years of experience working in youth development or a related field.
3. Experience working in a youth-serving non-profit organization highly desirable
4. Group leadership skills, including an understanding of group dynamics.
5. Demonstrated organizational, staff and project management abilities.
6. Ability to deal effectively with teen members including discipline problems.
7. Demonstrated ability in working with young people, parents and community leaders.
8. Valid State Driver's License

Physical Requirements: Ability to stand for periods of time and be active indoors and outdoors.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.