

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
OF MUNCIE**

POSITION DESCRIPTION

TITLE: Teen Coordinator Intern

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Program

REPORTS TO: Teen Program Director

Exempt

Non-Exempt

PRIMARY FUNCTION:

Implements, supervises and evaluates all elementary programs and activities at the Clubhouse provided in program areas of Academic Success, Good Character & Citizenship, and Healthy Lifestyles.

KEY ROLES (Essential Job Responsibilities):

1. Ensure programs, services and activities that prepare youth for success is being implemented; promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members and staff.
2. Contribute to the planning and implementation of the strategic plan by:
 - Planning, organizing and implementing a range of program services and activities for drop in members and visitors;
 - Initiating new programs with the approval of the Teen Program Director;
 - Recommend the development of service area programs; and
 - Promote and stimulate program participation and ensure outcomes.
3. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly staff meetings.
4. Ensure a healthy and safe environment, supervising members in program area.
5. Assist in the Management of the facilities during hours of operation and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions, as necessary; to Teen Program Director
6. Assist in the administrative systems by registering new members and participating in their club orientation process; and complete parent orientation monthly or as needed.
7. Provide outcomes for each semester including pre and post test results

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8. Create and update monthly parent calendar for Teen Programming with events dates and other data.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of 3 years of work experience in a Boys & Girls Club of similar organization planning and supervising activities based on the development needs of young people.
- Thorough knowledge of youth development
- Demonstrated ability in working with elementary age youth
- Strong communication skills, both verbal and written
- Ability to train, supervise and motivate staff & Volunteers
- Ability to deal effectively with member’s discipline problems (Guidance & Discipline)
- Demonstrated leadership attributes

ENVIRONMENT & WORKING CONDITIONS:

- Ability to sit or stand for long periods of time
- Ability to lift up to 25 lbs
- Ability to drive vehicle with a CDL

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May perform other duties as assigned by the Teen Program Director and Chief Executive Officer.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Signed by: _____

Incumbent

Date

Approved by: _____

Supervisor

Date

Reviewed by: _____

Chief Executive Officer

Date

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.