



The Teen Program Leader (TPL) is responsible for the coordination, implementation, and management of the programs for teens. The TPL will conduct a robust program for teens that will create a culture of fun learning allowing members to build and strengthen core practice skills allow teens to have a voice in their community.

RESPONSIBILITIES:

- Creating, coordinating and implementing daily programs for teens that will enhance their goal setting, healthy lifestyles and employability skills. Exposing teens to a variety of career pathways and hands on learning experiences by taking teens on trips, inviting guest speakers from different careers and preparing them in a fun way with activities and programs.
- Creating, coordinating and implementing special event opportunities club wide (i.e. College fairs, mock interviews, trivia days, job shadowing, panel discussions, dress for success opportunities) with the assistance of the Sr. Program Director. Programs will focus around our Theory of Change and the skills we are trying to build and strengthen. Recruitment and identification of program participants is essential.
- Coordinating and running specified BGCA National Programs and assisting with others. Serving as the advisor and building a strong and active Torch Club and Keystone Club. Facilitating or training volunteers to facilitate D2D, Money Matters and Career Launch programs.
- Providing structure, guidance, and supervision to all members of the club using the Theory of Change framework to encourage all youth to have a voice in their community.
- Ensure quality improvement by monitoring and evaluating program achievement against target goals, creating and implementing evaluation techniques to gauge teens' interest and recommending modifications to the program that respond to teens' needs and interests. Participating in weekly staff meetings and providing progress updates and highlights on teen programs.
- Collaborating with schools, colleges, community organizations, parents, volunteers and key strategic partners to strengthen and enhance the teen programs offered within the Club.
- Attending training sessions and workshops to increase job knowledge and skills necessary to perform responsibilities. Participate in Project Team Meetings.
- Effectively promoting and representing BGCMR at schools, for special activities, field trips or outings as approved. Drive and/or chaperone members as needed.
- Responsible for the overall maintenance, upkeep and appearance of the Club equipment/materials as it relates to your area.

QUALIFICATIONS

- Pursuing a career in education or career aspirations in youth development
- A minimum of two years' work experience with teens
- Must possess interest, experience or knowledge in providing creative programs for teens 13-18.
- Ability to implement curriculum and offerings in a variety of subjects and content areas
- Ability to problem solve when issues may arrive related to overall Boys & Girls Club programming
- Ability to use assessments for accountability, evaluation and program improvement.
- Willingness to learn and be coached as well as mentor and coach the teens
- Excellent written and oral communication skills
- Counseling experience (preferred but not required)
- Ability to prioritize tasks, take initiative, communicate effectively among team members and proactively problem solve for roadblocks or conflicts.
- Ability to work on a team toward a common goal, get along with peers, subordinates and management and maintain a positive and constructive attitude.