



Want to help prepare youth for a brighter future? Consider a career working with incredible teenagers at the Waltham Boys & Girls Club! Help them develop healthy relationships, succeed in school and advance in their career development. Join our dynamic team of youth development professionals as we work towards fulfilling our mission to inspire and enable all young people especially those who need us most, to realize their full potential as productive, responsible and caring citizens!

PRIMARY FUNCTION:

The Teen Coordinator will be responsible for the growth and development of the day-to-day operations of an expanding teenage community within the Waltham Boys & Girls Club. The Coordinator will be responsible for the effective delivery of a broad range of activities and programs geared specifically for teens within the core program areas of: Education and Career Development, Character and Leadership Development, Health and Life Skills, the Arts, and Sports, Fitness, and Recreation.

KEY ROLES (Essential Job Responsibilities):

Program Development and Implementation

- Effectively plan and implement a wide variety of programs, services, activities, and field trips for
- Monitor and evaluate programs, services and activities to ensure quality and impact
- Collaborate with staff from other departments, other clubhouses, and community organizations

Supervision

- Supervise and discipline members within the program areas as well as throughout The Club as deemed appropriate.
- Recruit, select, train and manage volunteers, ensuring productive and effective performance.
- Secure, maintain, and monitor budget, materials equipment and other resources belonging to the program area
- Maintain cleanliness of program area
- May be responsible for overseeing building, staff, closing procedures, and overall Club-wide supervision in absence of Program Director

Marketing and Public Relations

- Increase visibility of Club programs via posting of daily schedule, announcement of upcoming events and the dissemination of information through mailings, flyers, media releases and website postings.
- Travel to the schools, other and other community agencies as needed
- Promote program participation and register new members

SKILLS/KNOWLEDGE REQUIRED:

- Direct experience developing and delivering a wide variety of programs and support services for teens
- Strong interpersonal and communication skills, both verbal and written
- Ability to work with youth and families from a variety of backgrounds
- Ability to motivate youth and manage behavior problems
- MS Office and web competency
- Flexibility to work Club hours as seasons and service needs change
- High school diploma required, college degree preferred

ADDITIONAL REQUIREMENTS:

- Required to drive Club van: 21 years of age, valid Massachusetts Driver's License, and clean driving record

SCHEDULE: Mondays 10am-6pm; Tuesdays-Friday 1pm-8:30pm; Summer hours vary

STATUS: Exempt

SALARY: \$35,000-\$37,000

Excellent benefits include health care, pension, paid time off, and professional development opportunities