



**WALTHAM
BOYS & GIRLS CLUB**

POSITION DESCRIPTION

TITLE: Teen Coordinator

REPORTS TO: Teen Program Director

STATUS: Hourly Non-Exempt

SCHEDULE: 40 hours per week / Summer hours vary

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. This position will create and implement the Waltham Wraparound program for students, with a focus on welcoming and supporting LatinX students who are new to the country and still learning English. 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, Sports, Fitness, Recreation, and Social Justice.

KEY ROLES (Essential Job Responsibilities):

Youth Development:

- Create an environment that facilitates the achievement of the Youth Development Outcomes.
- Coordinate with Wrap Around Waltham to implement programming
- Promote and stimulate program participation especially with Wrap Around students
- Provide guidance and support as a positive role model.
- Communicate with parent/guardians to promote educational success and address member concerns

Programming:

- Effectively plan and implement a wide variety of programs, services and activities for members and guests that represent the 5 core program areas.
- Programming may take form as: daily activities, projects, multi-week programs and ongoing clubs.
- Plan appropriate recreational and educational field trips (when allowed).
- Bring in relevant facilitators and guest speakers from the community.
- Collaborate programs and events with staff from other departments, clubhouses, and community organizations
- Oversee mealtimes and food distribution

Safety:

- Supervise and discipline members within the program areas as well as throughout The Club as deemed appropriate.
- Maintain cleanliness of program area
- Maintain, and monitor budget, materials equipment and other resources belonging to the program area

- May be responsible for overseeing building, staff, closing procedures, and overall Club-wide supervision in absence of Operations Director or Program Director

Organization:

- Maintain an environment conducive to learning and growth
- Complete necessary reports, sign out sheets and maintain records as needed
- Document incident/ accident reports when needed (IMR)
- Participate in outcome measurement processes and other evaluation programs including BGCA's annual evaluation tools
- Communicate with Media Coordinator to increase visibility of teen programs
- Communicate with schools, and other community agencies as needed
- Prepare periodic activity reports and provide grant feedback
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the teen center at all times.

Leadership:

- Maintain close, daily (when working) communication with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.
- Represent the Club as part of Wrap Around Waltham
- Maintain contact as needed with external community groups, schools, members' parents and others to assist in resolving problems.
- Responsible for finding coverage/contacting supervisor when absent
- Work with volunteers, ensuring productive and effective performance

SKILLS/KNOWLEDGE REQUIRED:

- **Must be bilingual in English and Spanish**
- Direct experience developing and delivering a wide variety of programming and support services for teens
- Knowledge of trends in recreational activities community service, and leadership activities for teens
- Strong interpersonal and communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics.
- 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

ADDITIONAL REQUIREMENTS:

- Required to drive Club van: 21 years of age, valid Massachusetts Driver's License, and clean driving record
- Knowledge around working with LGBTQ+ youth preferred
- Be able to maintain larger crowds