



POSITION DESCRIPTION

JOB TITLE: ASSISTANT TEEN DIRECTOR
PAY TYPE: EXEMPT NON-EXEMPT
STATUS: FULL-TIME PART-TIME
REPORTS TO: TEEN DIRECTOR

JOB SUMMARY

Help the Teen Director develop and implement a curriculum that exposes teen members to various interesting, developmentally appropriate areas such as the arts, education, technology, sports, life skills and leadership.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Assist in the delivery of teen programs, activities, and events as directed.
- Assist in the supervision and discipline of members participating in programs and services within the program area as well as throughout the clubhouse as deemed appropriate.
- Participate in the completion of BGCM program activity standards as assigned.
- Participate in collaborative programs and events with staff from other Club departments as well as staff from other community organizations as appropriate.
- Participate in program/service outcome measurement processes and other evaluations programs such as pre and post testing, and scanning.
- Secure and maintain materials, equipment and other resources belonging to the program area(s). Maintain a safe and clean program area(s).
- Participate in individual and group supervision sessions; participate in professional development opportunities as appropriate.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Perform other duties as assigned.

JOB QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- High School diploma or equivalent required and some college preferred and 1-2 years' experience providing education and/or academic support programs for teens. Some supervisory experience preferred.
- Knowledge of youth development principles.
- Ability to pass background screening including: criminal background screening.
- Must obtain and maintain mandatory CPR and First Aid Certifications.
- Experience in MS Office Suite including MS Word, Excel, PowerPoint, Outlook and Web competency.
- Consistently display strong communication and interpersonal skills in a customer friendly approach.
- Treat members and other employees of the team with respect and in a professional manner at all times.
- Demonstrated ability in cooperatively working with young people, parents, and colleagues.
- Team and goal-oriented approach required.
- Ability to consistently remain calm, focused and professional in a large group and/or high stress situation caused by conflict or difficult members or parents.
- Ability to be flexible with base hours as assigned by the Union St. Director to ensure complete coverage of all open hours of operation of the Teen Program.
- Ability to work beyond the normal work hours throughout the year for completion of organizational program goals.

Position Description: Teen Center Supervisor

- Ability to be involved in direct member service during the school vacation camp programs.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Job requires some physical activities including but not limited to; stooping, kneeling, crouching, crawling, reaching, standing, walking, running, lifting, fingering, grasping, feeling, talking and hearing.
- Job requires use of general office equipment including phones, copiers and computer equipment.
- Job requires light physical work including the ability to exert up to 20 lbs. of force occasionally, 10 lbs. regularly and sitting for some periods of time.
- Job requires visual acuity including the ability to see at or within arm’s reach.
- Job is subject to inside and outside environmental conditions; moderate noise level.

SIGNATURE

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date: _____

Employee Name (Printed): _____ Date: _____