



Job Description

Position Title: **Teen Programs Specialist**
Department: Carpinteria
Reports to: Club Director, Asst. Club Director
Posting Date: 06.09.2022
Closing Date: open until filled

Status: Part Time Position
Pay Range: \$17.00 - \$18.00/hr (D.O.E.)
Days: Monday – Friday; occasional late nights and weekends.
Hours: <28 hrs/wk
Benefits: N/A

Primary Function:

The Teens Programs Specialist primary role is developing priority outcomes of Academic Success, Healthy Lifestyles, and Good Character & Citizenship for our members in middle and high school in accordance with UBGC policies and procedures.

Key Job Responsibilities:

- Establish Teen Center programs, activities and services that prepare youth for success aligned with our priority outcomes
- Take leadership on outreach efforts to recruit more members including; attending local school events, talking with teachers and other youth serving organizations
- Develop and implement weekly stay late programs for teens and tweens
- Academic Success: Ensure members are given the tools to succeed including working with local partners to provide tutoring, college campus visits, and guest speakers
- Healthy Lifestyle: Incorporate weekly Boys & Girls Clubs of America programming to promote living a healthy lifestyle. Work with Athletics department to ensure daily gym activities, work with local food service agencies to provide snacks and meals for teens
- Character & Citizenship: Establish chartered BGCA Keystone and Torch Clubs, encourage and engage members in community service and Club service programming
- Demonstrate leadership to assure conduct, safety and development of teen members
- Track teen attendance and programs daily in member management system
- Ensure teen area equipment is in good condition and working order
- Work closely with Club Director to grow teen program including outreach plans, program plans, and discuss area needs
- Ensure productive and effective performance by all program staff and volunteers in the teen area
- Maintain approved social media account for teen programs
- Other duties as assigned including administrative, financial duties and programs assignments

Qualifications:

- Associates degree required, Bachelor's degree preferred
- Strong communication skills, both oral and written
- Ability to deal effectively with members including discipline problems and parent communication
- Demonstrated ability in working with young people, parents and community leaders
- Ability to meet deadlines
- Clean driving record- must be age 21+
- Mandatory CPR / First Aid certification- may be obtained within the first 6 months
- Bi-Lingual preferred
- Cleared Background Check and Drug Screen

Physical Requirements/Work Environment:

Typically works in an indoor and outdoor environment with frequent walking excursions. Ability to lift at least 20 pounds. Ability to work with frequent interruptions and changes in work priorities, ability to prioritize tasks, ability to maintain confidentiality.

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

Employee Signature

Date

Supervisor Signature

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.