



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Job Description:

Title: Teen Services Coordinator

Reports to: Director of Programs

Work Schedule: Monday- Thursday 9am - 6pm; Friday 12:30pm-9:30pm, some weekends required.

Pay: \$24-\$26 per hour

Job Summary:

Coordinates and manages all teen and pre-teen programs and activities including educational, recreation, college and career development, and health and life skills programs with a concern for providing supervision and control over members, supervising staff and volunteers in area, ordering and maintaining needed supplies and disciplining members when necessary. Coordinates with other program directors regarding college bound, creative arts, and athletics teen programs.

Responsibility Overview:

- Represent the Boys & Girls Club of Burbank and Greater East Valley and interpret its objectives, standards and programs.
- Create an environment that facilitates the achievement of Youth Development Outcomes
- Provide guidance and role modeling to members.
- Create and maintain a culture of respect within the Teen Center/Program.
- Use social media, flyers, calendars, etc. to market programs and encourage regular participation among teen members.
- Attend mandatory staff meetings and staff training sessions.
- Pick up club members afterschool daily.
- Will be required to drive Club Youth Bus (depending on driving record and age).
- Must work towards Commercial Class C/Passenger Endorsement & Youth Bus Certificate.
- Ensure grant compliance, as relates to the teen program. Manage and track data for grant/program reports.
- Responsible for Teen Recruitment and Retention.
- Program Development and Implementation.
- Effectively plan, organize, coordinate and implement programs in the following five core areas: The Arts, Sports & Recreation, Character & Leadership, Education & Career and Health and Life Skills.



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

- Support and maintain programs that engage teens socially, culturally, communally and intellectually and reflect the diversity of Club life, including: community service, education, and leadership.
- Implement College bound/ Workforce related programs and activities, such as SAT and College Application Prep, Financial Aid Workshops. College Career Fair, Career Exploration trips, etc.
- Effectively plan and organize weekly Teen Nights.
- Participate in outcome measurement processes and other evaluation programs, including BGCA's annual Impact Assessment and National Youth Outcomes Initiative.
- Input program participation into Vision software.
- Monitor behavioral progress of Club members and their participation in Club programs. Assess the Club's impact on the members' academic performance.
- Seek grant opportunities for teen related programming.
- Attend mandatory staff and higher education related program training sessions.
- Maintain a professional and positive demeanor at all times.
- Manage and organize events such as Career Fair and College bound graduation.

Additional Responsibilities:

- Participation in or leading of special programs and/or events.
- Supervise members in other areas of the Club.
- Will be required to work some weekends.
- Oversee that all supplies are stocked and in good condition, order and purchase supplies and maintains an organized and tidy work area.
- Develop and maintain relationships with school and community.
- May be required to perform other duties as assigned by the Director of Programs and/or BGC Management.
- Will be required to attend all Teen related conferences and training.

Relationships:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members and Unit Director to receive/provide information, discuss issues, explain guidelines/instructions, instruct and advise/counsel.

External: Maintains contact with external community groups, schools, Universities, colleges, members' parents and others to assist in resolving problems.



BOYS & GIRLS CLUB
OF BURBANK AND GREATER
EAST VALLEY

Knowledge/Skills Required:

- High School diploma, college degree preferred
- Experience working with youth ages 12-18
- Experience in a leadership position
- Knowledge of youth development
- Ability to supervise and control large groups of children at a given time
- Ability to motivate youth and deal effectively with behavior problems
- Ability to deal with the general public
- Strong communication skills both with staff and members
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Valid State Drivers License
- Knowledge and/or experience with computers and technology

Club Values:

- Community – Sense of Belonging, Fellowship and Fun
- Knowledge – Willingness to Learn and Teach and Willingness to Adapt
- Empathy – Acts of Kindness, Active Listening, Understanding and Compassion
- Acceptance – Mindfulness, Inclusivity and Judgement Free
- Transparency – Direct Communication and Honesty
- Accountability – Acknowledgement and Ownership
- Leadership – Lead by Example, Inspirational, Setting Boundaries and Mentor

Mission Statement:

It is our mission to inspire and enable all young people to recognize their full potential as productive, responsible and caring citizens.

Vision Statement:

Provide a world-class Club experience that assures success is within reach of every young person who walks through our doors with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Disclaimer:



BOYS & GIRLS CLUB

OF BURBANK AND GREATER
EAST VALLEY

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.