



BOYS & GIRLS CLUB
OF GREEN BAY

POSITION DESCRIPTION

Title:	Teen Program Assistant
Department:	Teen Programs
Reports To:	Teen Services Coordinator
Starting Hourly Wage:	\$9.00/hr w/benefits or \$10.00/hr without benefits
Status:	Part-time 30hrs/wk
Hours:	Mon.-Fri. 3:00pm-9:00 pm; Sat. Teen Nights 5:00pm-10:30pm (academic Year) Summer and Non-School Days 10:00am-4:00pm

Position Description:

Major responsibility is to assist with supervision, planning, scheduling, and implementation of Teen programs and activities. Assists with community out-reach and programming services to the neighborhood youth.

Responsibilities:

- Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in program at all times. Provide guidance and role modeling to members. (Educate, promote, develop self-esteem, and provide positive alternatives)
- Responsible for coordinating, promoting, and stimulating participation in the teen programs at the Club; initiating new programs with the approval of the Teen Services Coordinator.
- Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in weekly unit staff meetings.
- Ensure a healthy and safe environment, supervising members in program area.
- Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions as necessary; controlling expenditures against a monthly supply budget.
- One week prior to implementation submit a weekly schedule outlining daily program activities to the Teen Services Coordinator and provide a copy to the Unit Director.
- Recruit, train and manage assigned volunteers working with the teen center and provide ongoing feedback; and identify and support development opportunities.
- Create with Club teens, a "Teen Code of Conduct" to be displayed in each Clubhouse.
- Plan, and implement inviting teen events for America's Day for Kids annual event.
- Select one youth each month to represent the Teen program as Youth of the Month. Provide special recognition in the Teen area and provide Unit Directors with Teen YOTM as requested.
- Responsible for completing Individual Development Plan by end of second quarter of the year identifying areas of professional training required.

Performance Plan Measurables

- Plan in conjunction with Teen Services Coordinator/Unit Director, weekly teen programs and activities, including weekend teen night activities. Ensure adherence to weekly programs as developed by Teen Services Coordinator & Teen program Assistants.
- Ensure active, Chartered Keystone Club participation of at least 10 members at each Clubhouse. Act as Keystone advisor to respective Clubhouse.
- Facilitate annual interest survey with current Club members and prospective Club members at schools etc. to determine needs/wants of community youth.
- Plan and facilitate career exploration activities, including visiting speakers, site visits, and Club based job duties.
- Submit Weekly Activity Reports to the Teen Services Coordinator by Tuesday of the Week following the week being reported on.
- Coordinate special event activities, in conjunction with Unit Director and Teen Services Coordinator, aimed to recruit middle school youth on early release days.

ADDITIONAL RESPONSIBILITIES

- May be required to implement special programs and or/events associated with but not limited to (i.e. Keystone, Teen Supreme, SMART Moves, Passport to Manhood, etc.)
- May participate in special programs and/or events.
- May be required to drive Club van
- Handle other duties and responsibilities as deemed necessary or important as assigned by the Unit Director, Director of Club Operations, Senior Director of Operations or Executive Director.

RELATIONSHIPS

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

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

SKILLS/KNOWLEDGE REQUIRED:

- A High School Diploma or equivalent.
- A minimum of one (1) year direct work experience in teen programming.
- A thorough knowledge of Boys & Girls Club of Green Bay's mission, objectives, policies, programs and procedures.
- Demonstrated ability to organize, direct and coordinate programming for teens.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Ability and desire to work with youth ages 13-18.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Must possess excellent verbal and written skills.
- Ability to establish and maintain effective working relationships with all Club personnel, Board of Directors and Club parents.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Should be physically fit to engage in Club programs when necessary; may require being active for long periods of time. Hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable

individuals with disabilities to perform the essential functions; duties are performed throughout the Club house at the Boys & Girls Club of Green Bay noise level in the work environment will fluctuate from moderate to high.

Disclaimer

The job description in no way states or implies these are the only duties to be performed by the Teen Program Assistant. As necessary, the Teen Program Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Teen Services Coordinator. The Boys & Girls Club of Green Bay reserves the right to update, revise or change this job description and related duties at any time.