



POSITION DESCRIPTION

TITLE: Teen Program Director

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Area Club Director

CLASSIFICATION: Full time

SALARY RANGE: \$30,000 – \$36,000

PRIMARY FUNCTION:

The Teen Program Director is responsible for overseeing the planning, development, implementation and evaluation of a specific program for youth between the ages of 12 and 18 within a designated Club. Program responsibility supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. The Teen Program Director also provides leadership and supervision to assigned program and volunteer staff; manages budgets and controls expenses as assigned.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of designated Clubhouse programs and activities that support Youth Development Outcomes:

- Establish program objectives consistent with organizational goals and mission.
- Oversee the provision of day-to-day program activities in accordance with established standards and goals.
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
- Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

2. Establish and maintain program goals and settings that insure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well-ventilated and well lit; and that club equipment is maintained in good working condition.

3. Ensure the evaluation of Club programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.

4. Control program and activity expenditures within approved budget.

Supervision

5. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff in conjunction with the Area Director.

6. Oversee proper record keeping and reporting including activities and events conducted breakdowns of daily participation figures, notable achievements and any problems/issues.

7. Ensure productive and effective performance by all program staff and volunteers.

Marketing and Public Relations

8. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the timely dissemination of information

to the Development Director for advertising and promotion through mailings, fliers, social media and media releases.

ADDITIONAL RESPONSIBILITIES:

1. Oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. Will be required to drive Club van.
3. May consult with parents concerning member and branch issues.

RELATIONSHIPS:

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

External: Maintain contact as needed with external community groups, schools, member's parents and other to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree in related field from an accredited college or university, or equivalent experience.
- Prefer a minimum of two years work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Demonstrated ability to organize, direct, and coordinate programming for school age youth.
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision.
- Knowledge of youth development stages and expectations.
- Ability to motivate youth and manage behavior problems.
- Must possess excellent communication skills, both verbal and written.
- Ability to establish and maintain effective working relationships with all Clubs personnel and Club parents.
- Mandatory CPR and First Aid Certifications.

- Must have a valid driver's license, good driving record, and meets state required automobile insurance minimums.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Should be physically fit to engage in Club programs with teen members when necessary; may require being active for long periods of time. Must be able to 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 Clubs of Greater La Crosse noise level in the work environment will fluctuate from moderate to high.

IMPORTANT TO US:

The Boys and Girls Clubs of Greater La Crosse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.