

Youth Development Coordinator

Boys & Girls Club of Greater Westfield
Westfield, Massachusetts



Job Details

Job ID: Youth Development Coordinator
Posted: October 1, 2025
FULL TIME EXEMPT 40 Hour in Person Position

Application Deadline: Posted until Filled
Starting Date: Immediate
Salary Range: \$45,000.00-\$48,000.00 yearly

Job Description

The Boys & Girls Club of Greater Westfield is seeking qualified applicants for the following opening: Youth Development Coordinator

Assist the Teen Director with core programs of the Club for grades 7-12 by ensuring that staff are planning, developing and implementing programs and activities that support the organization's standards.

Must monitor and evaluate situations quickly using good judgment to assess situations and make decisions. Create and maintain a safe environment for teens and adults within the program space. Communicate with parents as necessary regarding behavior and Club events.

This position will supervise teen program staff and volunteers. This position will also be responsible for administrative tasks as assigned by the Director of Operations/Program Director/Teen Director, including management of staff, financial duties, and grant reporting. This position will directly work along alongside the Teen Director.

JOB SUMMARY:

Responsibilities

KEY ROLES (Essential Job Responsibilities):

1. Ensure the creation and implementation of fun and exciting activities that inspire participation.
 - Gender inclusive and age appropriate
 - creation of daily program and lesson plans, preparation of necessary materials
 - communicate positively and create relationships with members and parents
 - provide positive guidance and role modeling to members
 - creative and flexible adaptation of programs and activities as necessary
2. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times.
 - create processes and procedures to ensure adherence to standards
 - maintain safety by ensuring equipment and environment are appropriately maintained
 - supervise activity areas to limit injuries
 - apply appropriate guidance and discipline techniques
3. Complete appropriate reporting according to organization and grant requirements
 - ensure daily requirements are met by program staff and paperwork is completed
 - meet with Teen Director, Grant Department, Director of Operations and Program Director to ensure that grant requirements are being met
4. Manage teen program staff and volunteers
 - Supervision of Teens
 - Assist Teen Director with training and on-board staff and volunteers to Club rules, procedures and processes
 - evaluate staff and volunteer performance to ensure compliance with standards
5. Ensure a productive work environment by creating a team culture.
 - participate in Club staff meetings
 - attend training and staff development sessions
 - need to meet all BGCA & EEC program requirements pertaining to training

ADDITIONAL RESPONSIBILITIES:

1. Participate in special programs and/or events.
2. Complete all EEC required training prior to hire

RELATIONSHIPS:

Internal: Maintains 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. Maintain close relationships with administrative personnel and the Grant Department.

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

REPORTS TO: Teen Director/Program Director/ Director of Operations

Salary and terms of employment will be commensurate with experience/education

Position Type: Full-time 40 hour in person.

Hours: May through September until 6:00pm

October through April until 8:00pm

Special events and weekends at the discretion of management.

Positions Available: 1

Equal Opportunity Employer

The Boys & Girls Club of Greater Westfield is committed to maintaining a work and learning environment free from discrimination based on race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

Job Requirements

1. College/University degree preferred or work-related experience related to this position
2. A minimum of two years' experience working with children in a youth development setting ages 12-18.
3. Excellent communication skills and ability to communicate with staff, parents, volunteers and children.
4. Good general computer skills including Word, Excel, PowerPoint and Outlook and the required membership tracking system.
5. Ability to plan and implement fun and exciting quality programs for youth.
6. Ability to organize and supervise members in a safe environment.
7. Must secure CPR and First Aid Certifications within 60 days of hire.
8. Valid driver license and good driving record. 7D license will be required to operate Club van and organization will absorb this cost.
9. Ability to travel with youth upon request to outside events. Some events may include weeklong and/or weekends at minimal times.
10. This is a full-time position in the Club setting.
11. Must be able to pass EEC background/fingerprint and agree to BGCA monthly monitoring.

Contact Information

Jose Roman Director of Operations
28 West Silver Street
Westfield, Massachusetts 01085
Phone: 413-562-2301
Email: Jroman@bgcwestfield.org

Skills Qualities Communication Interpersonal Abilities Team-building Skills Organization Professionalism Supervisory Capability Program Planning Community Networking Multi-Tasking Honesty Fairness Confidence Commitment Empathy Open-mindedness Community-building Caring

Date:

By signing below, you agree to all the above and accept the full-time Youth Development Coordinator position as presented on this job description and agree to any other duties associated with the organization as a full time employee. The above date is your official start date with all benefits commencing with this date.

Please Print:_____

Please Sign:_____

Date:_____