



**BOYS & GIRLS CLUB**  
OF THE TRI-COUNTY AREA

## **POSITION DESCRIPTION**

<b>Title:</b>	<b>Teen Futures Coordinator</b>
<b>Reports to:</b>	Center Director
<b>Location:</b>	344 Broadway St. Berlin, WI
<b>Hours:</b>	School Year - 2nd Shift, Summer - 1st Shift
<b>Salary:</b>	\$32,000 - \$39,000

### **Job Summary:**

Directs the overall daily operation of the Boys & Girls Club of the Tri-County Area Teen Center, with a primary concern for the teen engagement, program development, and cultivation of collaborative partnerships that promote opportunities for teens. This position encompasses all core areas of Boys & Girls Club programming but will have a heavy focus in the area of college and career readiness. The key objective of this position is to ensure our community's middle and high school students are on track academically so they are prepared to pursue appropriate avenues of employment or secondary education upon graduation. Community events and families involvement will also be a significant part of this role. It is the responsibility of every staff member to cultivate and maintain positive donor relationships.

Major responsibilities include planning, implementation, and ongoing evaluation of college and career readiness opportunities which engage teens to ensure the successful transition of all Club members from middle school to high school to postsecondary education or work. This includes early identification and enrollment of Club members who exhibit early warning signs of dropping out of school.

### **Qualifications:**

- Bachelor's degree from an accredited college or university in appropriate field of study.
- Three years minimum work experience in a Boys & Girls Club, school system or similar organization with planning and supervising activities based on the developmental needs of young people.
- Demonstrated knowledge of youth development principles, strength-based practices and strategies, strategies in collaborating with schools and districts, developmental characteristics and outcome measurement.
- Exceptional communication skills with comfort and experience with public speaking/presentations.
- Ability to organize and manage complex initiatives with multiple deliverables.

- Program development geared toward middle and high school age youth, especially education programming targeting students most vulnerable to dropping out of school.
- Demonstrated ability to work with young people, parents and community leaders.
- Excellent organizational skills.
- Must have a valid driver's license and good driving history.
- Proven ability to motivate youth and manage behavior problems.
- Proven ability to organize and supervise members in a safe environment.
- Must have a valid state driver's license and good driving record.
- Mandatory CPR and First Aid Certificates (will train).

### ***Primary Responsibilities***

- Recruit and grow teen enrollment.
- Organize and regularly host activities and events such as: study skills workshops, college and career tours, financial aid presentations, college readiness sessions, etc.
- Provide guidance, role modeling and career counseling to Club members.
- Link Club members to relevant Club programs that address the student's' specific school engagement needs.
- Collaborate with community colleges, businesses, and tech schools to facilitate the creation of new programs that will increase the preparedness of teens for their futures.
- Develop and maintain relationships with businesses who wish to become hiring partners or instructional partners.
- Foster job skills training and evaluation for teens placed in paid and volunteer positions both within and outside of the Club.
- Continuously seek new opportunities that may contribute to college and career readiness programs for teens.
- Establish relationships with parents, community leaders, and organizations that will serve to improve the education and learning of young people.
- Motivate students to focus on a graduation plan.
- Serve as Keystone Advisor and facilitate Career Launch, Career Cruising, Junior Staff, and other Boys & Girls Club programs as determined.
- Mandated child abuse reporter.

### ***Secondary Responsibilities***

- Oversight of case management activities and records.
- Support development of additional core program areas within the Club.
- Strong relationship and presence in local school district(s).
- Support Youth of the Year Scholarship Program.
- Administer annual pre and post-school engagement surveys to teens and track ongoing indicators of academic success (attendance, behavioral referrals, on-time grade progression, etc.).
- Analyze school data to identify Club members at-risk of dropping out.
- Maintain well organized files and documentation per each program's requirements, and thoroughly and accurately complete paperwork.
- Ensure quality improvement by monitoring and evaluating program achievement against target goals and grant requirements, recommending modifications that respond to member needs and interests.
- Encourage parent and community involvement.
- Connect parents and students with appropriate school and community resources.

