



## **POSITION DESCRIPTION**

<b>Title:</b>	<b>Tween Coordinator</b>
<b>Reports to:</b>	Berlin Site Coordinator
<b>Location:</b>	344 Broadway St. Berlin, WI
<b>Hours:</b>	Approximately 30 hours per week to include after-school and evening hours
<b>Pay:</b>	\$14-17 per hour

### **Job Summary:**

The tween coordinator is responsible for the overall daily operation of the Boys & Girls Club of the Tri-County Area Teen Berlin Site, with a primary focus on middle school recruitment/engagement, program development, and cultivation of collaborative partnerships that promote opportunities for 5th-8th grade youth. This position encompasses all core areas of Boys & Girls Club programming including good character and leadership, academic, college and career readiness, and healthy lifestyles. The key objective of this position is to create a thriving social environment where teens feel safe, learn life-skills, and have fun. It is the responsibility of every staff member to cultivate and maintain positive donor relationships.

Major responsibilities include planning, implementation, and ongoing evaluation of Boys & Girls Clubs of America teen programs, recruitment and retention of middle and high school Club members, and overseeing the Teen Center's daily activities.

### **Qualifications:**

- Bachelor's degree from an accredited college or university in an appropriate field of study is preferred.
- Three years minimum work experience in a Boys & Girls Club, school system or similar organization 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.
- 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.

- Demonstrated ability to connect with and relate to teens, teen issues and provide empathy and support in a professionally appropriate manner.
- High energy and engaging personality that teens gravitate toward.
- Excellent organizational skills.
- 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 through direct recruitment in schools.
- Organize and regularly host activities and events such as: field trips, teen nights, sports leagues, eSports events, etc.
- Provide guidance, role modeling and support to Club members.
- Integrate yourself in the 'teen culture' in Berlin, WI by attending Friday night football games, chaperoning dances and hosting fun events at the Club.
- Develop and maintain relationships with businesses who wish to become partners to offer teens unique opportunities.
- Build/Maintain relationships with parents, community leaders, and organizations that support the Club and our youth.
- Motivate students to focus on a graduation plan and be first job or college ready.
- Serve as Keystone Advisor and facilitate Career Launch, Junior Staff, and other Boys & Girls Club programs as determined.
- Mandated child abuse reporter.

### ***Secondary Responsibilities***

- Support development of additional core program areas within the Club.
- Strong relationship and presence in the local school district(s).
- Support Youth of the Year Scholarship Program.
- 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 members with appropriate school and community resources.
- Manage the budget for all Teen Center operations
- Manage staff and/or volunteers that support Teen Center programs.
- Oversee the development and execution of Teen Nights, Middle School Nights and other community events.
- Coordinate, promote and market successful growth, and stimulate participation in the teen programs at the Teen Center to address issues of teens.
- Attend and assist with events and field trips for teens.
- Attend and assist with organizational events and community events.
- Works all weeknights and is responsible for closing up the facility and the safe pickup or departure of all members.
- Works weekends as dictated by teen activities or community events.
- May be required to drive Club vehicles periodically.

- Provides direct care and maintenance of equipment, supplies and facilities, maintaining a clean environment.

**Physical and Mental Requirements:**

- High energy level with the ability to organize oneself to effectively manage multiple tasks at once.
- Ability to get along with diverse personalities; tact, maturity, and flexibility.
- Physical requirements include: sight, hearing, sitting, standing, stooping, ability to go up and down stairs, running, strenuous sports related activities, and lifting a minimum of 50 pounds.
- Must be able to function under fast paced and noisy conditions.
- Must be able to think clearly and concisely.