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**POSITION DESCRIPTION**

**TITLE: Teen Unit Director**

**DEPARTMENT: Teen Unit**

**REPORTS TO: District Coordinator**

 **X Exempt Non-Exempt**

**Job Summary**

Under the direction of the Boys & Girls Club District Coordinator, the Teen Unit Director will be

responsible for implementing teen programs and developing local resources for Club teens ages 13-18. Programs will foster positive self-Identity; education, employment, social, emotional and cultural competencies; community and civic involvement; health and life skills and a moral compass.

**Job Functions**

* Provide year-round teen program planning, seek out BGCA funding and program opportunities, including conducting, monitoring and accessing teen interest surveys and input to obtain and maintain effective programming.
* Assist in the promotion and interpretation of the Club philosophies, methods and accomplishments as it relate to teen programming.
* Provide employment, health, life skills and training opportunities to Club teens using needs-based and interest-based programs.
* Assist with the promotion and implementation of all other teen program initiatives that reinforce a positive self-identity.
* Compile state-of-the-art teen resources, information and data to address current and future trends affecting teens.
* Participate in Club staff and advisory meetings to ensure teen interests and concerns are addressed in a manner consistent with, and in conformance with, the mission and policies of the Boys & Girls Club.
* Serve as a positive adult role model at all Club, local and national events.
* Serve as a liaison with BGCA Teen Services to maximize resources available for service to teens.
* Collaborate annually with other statewide Club staff to enhance teen programming.
* Assist with any additional projects as assigned by Club management.
* Adhere to organizational policies and procedures as described in Club's employee handbook and elsewhere.

**Education and Experience**

* Bachelor’s degree in recreation, behavioral sciences, education, administration or related fields.
* Minimum of three years working with children and adolescents, with at least one year of program management experience, preferably in designing and implementing programs for teens.

**Abilities**

* Excellent human relations, verbal and written communications skills.
* Have intermediate knowledge of Microsoft Word, Outlook and the Internet.
* Ability to collaborate with other community-based teen organizations and social service agencies.
* Knowledge of programs and resources available to create a well-rounded teen program and the ability to establish positive peer working relationships.
* Ability to organize teen outreach events, including high school recruitment presentations. Capability to communicate the goals and objectives of the Club’s teen initiative.

**Environmental and Working Conditions**

Normal internal office environment. Must be able to work weekends and evenings. Possess skills to maintain up-to-date bulletin boards reflecting needs and interests of Club/community teen population. The model Teen Director will thrive in an extraordinarily fast-paced environment that features constant change, flexibility and a need to be innovative and creative.

**Physical and Mental Requirements**

Physical requirements include: sight, hearing, standing for more than four hours each day, other physical requirements needed to complete essential functions of the position and other duties as assigned. Necessary mental requirements include: concentration and focus on teen outreach and membership objectives.

**Additional Responsibilities**

Adhere to organizational policies and procedures as described in the Employee Handbook, Ethics Policy and elsewhere.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Employee Signature Date

***The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.***