



**BOYS & GIRLS CLUB  
OF SOUTHWESTERN  
OREGON**

Title: Teen Center Coordinator

Performance Profile Source: Youth Development Professional

Department: Programs

Reports To: Program Director

Employment Status: Non-Exempt

**Position Summary:** This position assists the Program Director in managing the activities and events within the teen center and out in the community. In particular, the teen center coordinator is responsible for planning, implementing programs related to BGCA's five core program areas and recruiting Club teens to partake in teen center programs and events.

**Qualifications and Job Skills:**

- College degree preferred
- Experience in working with teens and the knowledge of basic youth development principles essential, including the ability to motivate youth and manage behavior problems.
- Demonstrate ability to communicate effectively to teens and adults.

**Job Functions & Key Roles:**

- Prepare youth for success by creating an environment to provide and stimulate program participation, help new members in their orientation process and provide guidance and modeling behavior for members.
- Effectively implement programs as directed by the Program Director by organizing activities and monitoring outcomes. National Boys & Girls Club programs implemented may include Keystone Club, Career Launch, Triple Play/Healthy Habits, SMART Moves, etc.

- Publicize and promote special events and programs, like Teen Late Nights, teen dances, etc, through distribution of press releases, mailings, brochures, upkeep of bulletin boards and speaking at Club assemblies, as necessary.
- Ensure programs, services and activities are provided in a safe environment and provide a quality experience for Club Members.
- Contribute to the cleanliness of the Teen Center by monitoring the appearance of the facility while performing program activities and completing tasks as assigned.
- Develop and maintain positive relationships with Club members and handle problem behavior according to Club discipline policies.
- Maintain close, daily contact with Club staff, Club members and the Program Director to exchange information, discuss issues, explain guidelines and provide counsel.
- Ensuring Club members are engaged in activities in their assigned program areas.
- Responsible for securing facilities and following closing procedures when necessary.

**Physical/Mental Requirements and Work Environment:**

- Demonstrate the ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day –to-day activities, speak clearly and hear the spoken word.
- Ability to circulate and be mobile for long durations of time, while running various programs.

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

**SPECIAL CONDITIONS; IF OFFERED EMPLOYMENT, THE CANDIDATE WILL BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION. PERSONS REJECTED AS A RESULT OF THE BACKGROUND CHECK WILL BE REMOVED FROM THE JOB.**