



**BOYS & GIRLS CLUB**  
OF COLLIER COUNTY

## Job Posting

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**TITLE:** Teen Coordinator

**PERFORMANCE PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Program Operations

**STATUS:** Full-Time

**REPORTS TO:** Program Director

Exempt  Non-Exempt

### POSITION SUMMARY:

The Teen Coordinator is responsible for the planning, development, implementation, and evaluation of a broad range of teen programs for youth between the ages of 13 and 18 within a Club environment. The Teen Coordinator ensures youth development principles are incorporated into all programs and activities; provides guidance and discipline to ensure a safe and positive environment for youth; ensures the incorporation of education in character development, age appropriate and gender-specific programs, and activities; ensures that diverse teen programs are implemented; and assists in the planning, implementation, delivery, and evaluation of exciting and engaging teen programs within all five core program areas. Provide leadership and supervision to program and volunteer staff as assigned.

### QUALIFICATION REQUIREMENTS:

#### Knowledge

Demonstrated knowledge of principles related to development of youth between 13 and 18 years of age, group leadership skills, and an understanding of group dynamics.

#### Education

Bachelor's Degree is required.

#### Experience

Minimum of three years experience in the operation of a Boys & Girls Club or similar youth development organization preferred.

**Skills** required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision Making Skills:** Analyzing, Patience, Understanding
- **Developing Organizational Talent:** Delegating
- **Leadership Skills:** Team Building, Confidence Building in Teens
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development
- **Planning Skills:** Action Planning and Organizing, Monitoring

- **Relationship Skills:** Teamwork
- **Safety, Health and Environment Skills:** Supporting a Safe Environment

## **KEY ROLES - Competency Areas:**

### **PREPARING YOUTH FOR SUCCESS**

- Establish Programs, Activities and Services that Prepare Youth for Success
- Create a Club Environment that Facilitates the Achievement of Youth Development Outcomes

### **HEALTH AND SAFETY**

- Ensure a healthy and safe environment
- Ensure that recreational facilities, equipment, and supplies are maintained

### **PROGRAM DEVELOPMENT AND IMPLEMENTATION**

- Plan, develop, implement, and evaluate programs, services, leagues, special events, and activities

### **SUPERVISION**

- Supervise and evaluate the performance of assigned program volunteers and part-time staff

### **TECHNOLOGY**

- Update and maintain skills in use of current technology and information management systems

### **PARTNERSHIP DEVELOPMENT**

- Develop partnerships with parents, local community agencies, community leaders, and organizations

### **MARKETING AND PUBLIC RELATIONS**

- Develop and maintain public relations for teen programs, special events, and activities

## **ADDITIONAL ACCOUNTABILITIES:**

### **Supervisory Responsibilities**

- Provide direct supervision to assigned volunteers and part-time staff.
- Recruitment and retention of youth ages 13-18 years old for the Teen programming, clubs, and special events
- Provide leadership at teen special programs and/or events.
- Network with parents, school, and other agencies to provide participants with character & leadership development, health & life skills, and recreation, and community service experiences
- Ensure confidentiality of all membership registration forms
- Assist with assigning programs and community service projects to Club members, in cooperation with the Program Director
- Meet with Unit Director weekly to ensure all programmatic responsibilities are up to date.
- Responsible for at least 6 interest-based teen special events and/or programs each programming period
- Support a successful Youth of the Year program
- Support the Keystone Club

## **Relationships**

### **Internal:**

Maintain daily contact with Club staff, including full time, part time, program and volunteers, to discuss issues challenges and opportunities; provide and receive information as warranted; provide guidance and discipline to members.

### **External:**

Maintain contact with other youth-serving agencies and parents of members and other youth served.

## **Other Requirements**

- CPR and first aid certifications
- Valid (state) driver's license
- Must be comfortable driving Club vehicle(s)
- Meet the eligibility of insurance company regulations for operating Club vehicle(s)

## **ENVIRONMENTAL AND WORKING CONDITIONS:**

All work is conducted in a Club setting, indoors and outside. Limited travel is required.

## **PHYSICAL AND MENTAL REQUIREMENTS:**

Demonstrated ability to:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Regularly speak clearly and hear the spoken word.

## **DISCLAIMER:**

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

## **TO APPLY:**

Qualified interested candidates will send cover letter, resume and salary requirements to Jaime Buitrago, Human Resources Director at [hr@bgccc.com](mailto:hr@bgccc.com). Position will remain open until filled.

**EOE/DFWP/SFWP**