



**BOYS & GIRLS CLUB**  
OF COLLIER COUNTY

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<b>Title:</b>	Teen Coordinator
<b>Reports To:</b>	Program Director
<b>Salary Range:</b>	\$45,000-50,000 based on experience

### Job Summary

The Teen Coordinator is responsible for overseeing the planning, development, implementation and evaluation of a broad range of programs for youth between the ages of 13 and 18, including programs in the areas of Character and Leadership Development, Education, Health and Life Skills, the Arts and Sports, and Fitness and Recreation. The Teen Coordinator provides leadership and supervision to part-time staff and volunteers working with teens. The goal of this position is to increase teen membership, build rapport, and retain teen membership while fostering a safe, positive, fun and impactful environment where teens acquire a sense of belonging and are able to develop their full potential through various programs and opportunities for growth.

This position is full-time, non-exempt; generally to be scheduled between 9:30am – 6:30pm, Monday – Friday during regular program days with occasional later evening and weekend responsibilities for teen programming and special events.

### Key Responsibilities

- Develop and implement a teen member recruitment and retention program for youth ages 13 – 18.
- Develop, implement, and ensure Teen Program is offering quality youth development programs that are fun, educational and enriching; programs are modified and enhanced to accommodate all teens;
- Utilize impact management tools effectively, including those monitoring specific youth success indicators such as school attendance, behavior, grades, standardized test scores, benchmarks, etc
- Create a club environment that facilitates the achievement of youth.
- Promote member participation by conducting education, recreation programs and special events including teen nights and other activities during non-traditional Club hours.
- Implement Boys & Girls Clubs core programs including Keystone Club, Torch Club, academic success, and prevention education.
- Develop Outcomes, evaluate programs, services, and activities.
- Register all graduating senior members into the Boys & Girls Clubs of America Alumni & Friends Network.
- Design and implement a plan with Club Director and Bolch Club Teen Coordinator to increase teen members National Youth Outcomes Initiative survey scores.
- Maintain appropriate records of membership, participation, projects and program impact on members.
- Supervise the performance of assigned program volunteers and part-time staff.
- Maintain regular contact with Teen Coordinators at other Clubs within our organization.
- Advance partnerships with parents, schools, community group and organizations.
- Address youth behavior with a positive discipline approach that is fair, firm, consistent and kind and helps youth take responsibility for their actions with appropriate consequences.
- Ability to foster an environment that promotes enthusiasm and good character traits in our teens.
- Assist in special projects as needed (fundraising, fieldtrips, and other organizational special events).
- Ensure a Healthy and Safe Environment.
- Ensure that Facilities, Equipment and Supplies are maintained.

### Experience & Qualifications



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The successful candidate will have a minimum of 2 years of direct experience directly working with teens.

The successful candidate will also have strong attention to detail, excellent organizational and skills, demonstrated ability to manage multiple priorities with competing deadlines, and the ability to work independently as well as collaboratively.

Additionally, CPR certifications or the willingness to achieve certifications within first 90 days of employment is required as well as a good driving record and the willingness to complete our internal transportation training program within the first 60 days of employment to be licensed to drive the organization's vans as needed.

### **Additional Qualifications**

As a person you are:

- A passionate and high-energy champion of education— you love building connections for educational success with young people and bring versatile knowledge and skillsets.
- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

### **Education**

Bachelor's degree in Education or related required.

### **Compensation**

\$45,000-\$50,000 commensurate with experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave, and performance based bonuses.

### **To Apply**

Qualified interested candidates will send resume to the Human Resources Dept. at [hr@bgccc.com](mailto:hr@bgccc.com).

### **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.

### **EOE/DFWP/SFWP**