



**BOYS & GIRLS CLUBS**  
OF PORTLAND METROPOLITAN AREA

**Boys & Girls Clubs of Portland  
Job Announcement**

**Director of Teen Services – Program Development**

Boys & Girls Clubs of Portland Metro's (BGCP) mission is to enable all young people, especially those who need us most, to reach their full potential as productive caring, responsible adults. Celebrating 70 years of providing Portland-area young people with a safe and enriching place to belong when school is out, BGCP currently serves approximately 6,000 youth across four counties. The organization operates five Clubhouses in the Metro area; school site programs in partnership with the Parkrose and Reynolds School Districts; and recently opened a new Club in Oak Grove in partnership with the North Clackamas School District. BGCP is also building a new Clubhouse in the Rockwood community of Gresham, which is anticipated to open for fall 2017 programming.

BGCP is committed to ensuring an inclusive, diverse and equitable work environment. We aspire to filter all policies and practices through a trauma-informed care and equity-based lens. We position ourselves as lifelong learners, and seek individuals who have a desire to serve youth, enhance communities, and are hungry for ongoing personal growth and professional development.

Join our dynamic team and be prepared to be challenged, to work hard, and to participate in a vibrant, mission-driven environment. Be prepared to fall in love with the work we do and the youth that we are privileged to serve each day.

For more information on BGCP and our work visit: <http://bgcportland.org/about/>

BGCP is currently searching for a proven youth development professional to serve as Director of Teen Services-Program Development. This is a management level position that requires critical thinking, aptitude in supervisory coaching, and the ability to act decisively in emergency situations. Through team leadership this position is responsible for the development, execution and direct implementation of teen programming across multiple Club locations. A focus on transitioning members out of the youth program and into the teen program is a priority. This position ensures that program initiatives and grant requirements are implemented and successfully executed. This position will be a liaison for Club staff in developing a daily program grid that meets quarterly and yearly requirements. The Director of Teen Services will be responsible for the successful execution of teen programming including Nightscape teen nights, Leadership Initiatives (Torch Club & Keystone Club), Career Launch, S.M.A.R.T. Program Suite, etc. They will show a commitment to success through adversity by achieving hard to reach goals and adapting to last minute opportunities or changing expectations. They will be a continuous learner that seeks new and innovative ways to address problems in our communities and organization. Directors should be passionate about the Boys & Girls Clubs of Portland Metro mission statement and implementing fun, varied programs for teens that engage them within their community, make plans for their future and transition into adulthood. This is a full time, salaried (\$32,000-\$37,000 annually) position that is eligible for a generous package of benefits, including medical, dental, vision, life, LTD, 403 (B) and paid time off.

**Application Instructions:**

Please submit: (1) BGCP Employment Application which can be found at [www.bgcportland.org](http://www.bgcportland.org), (2) Cover Letter, and (3) Resume to [jobs@bgcportland.org](mailto:jobs@bgcportland.org). Application materials may also be mailed to or dropped off at 8203 SE 7<sup>th</sup> Ave, ST 100, Portland, OR 97202.

### **Position Responsibilities**

- Oversee the implementation of teen programming across multiple Club sites, with the coordination of Club leadership.
- Assist in the creation of the annual Club plan that balances targeted programs with an eye toward tween and teen developmental stages that fit in our 5 Core Program Areas.
- Mentor, train and encourage part time teen staff and offer direct service through targeted programs, mentoring and shift coverage.
- Connect with school administrators to develop recruitment strategies that will attract teens to Boys & Girls Clubs and continue our “Club Without Walls” initiative.
- Evaluate, assess and plan for continual teen program progress.
- Implement the Boys & Girls Club’s youth development philosophy of the 5 Key Elements of Youth Development to achieve BUIC in youth leading to the 3 Priority Outcomes areas (defined in the new employee orientation and ongoing training) using supervision, teamwork, and collaboration.
- Oversee the administration of measurement instruments within the Club for reliable evaluative and outcome data and utilize the data to strengthen the Club experience.
- Work collaboratively with state, region and national learning communities focused on teens.
- Design and execute horizon broadening activities for youth to connect with the future and explore the next step in their lives.
- Recruit and steward community partnerships and volunteers to enhance overall Club programming.
- Role model values, expectations, and exceptional youth development skills at all times.
- Manage a caseload of at-risk youth and track participation in teen programs.
- Mediate conflict between members within Club programs.
- Support and collaborate with the Club leadership teams to promote a consistent Club experience for all teens.
- Manage collaborative initiatives and events with Club leadership.
- Completed paperwork, reports, and updates as necessary for the efficient function of the organization.
- Communicate with parents, programs partners and stakeholders to ensure strong relationships and a safe Club.
- Work collaboratively with all Clubs and departments within the organizations to meet BGCP goals.
- Possess a strong understanding and adhere to organizations policies and procedures as laid out in the employee hand book and demonstrate good judgement when unexpected situations arise.

### **Position Qualifications**

- Four year degree from an accredited college or university, or equivalent experience.
- Must possess knowledge of youth development principles and practices with a minimum of three years’ experience working with tweens and teens ages 12-18, including program planning and implementation.
- Ability to meet schedules/deadlines while maintaining high accuracy.
- High organizations skills and strategies.
- Strong communication skills, both oral and written.
- Must possess the ability to work independently and efficiently without direct supervision.