



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Boys & Girls Clubs of Portland
Job Announcement
Teen Development Professional – Part Time

Boys & Girls Clubs of Portland (BGCP) is searching for enthusiastic, creative, committed individuals to plan, implement and deliver exciting and engaging programs and activities for pre-teens & teens age 12-18 in the role of Teen Development Professional (TDP). These positions serve as the lead staff in the teen program area of a specific Club site. Working in collaboration with Club Leadership and Teen Program Leadership, the TDP helps to ensure that program initiatives are implemented and successfully executed. TDP's should be passionate about the BGCP mission and implementing fun varied program for teens to engage with the community, make plans for the future and transition into adulthood. These positions are part time, hourly positions (\$12.50 per hour), approximately 25 hours per week, and include some evening and weekend hours.

Application Instructions:

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

Position Responsibilities:

- Teen Development Professionals (TDP) are creative and know how to add fun to all activities as they plan, implement, and deliver exciting and engaging programs and activities for pre-teens & teens age 12-18.
- In collaboration with Club Leadership and Teen Program Leadership, TDPs ensure the incorporation of character development, age appropriate and gender-specific programs and activities that meet both Club needs and grant requirements.
- TDPs have empathy and a respect for all people and they ensure that culturally diverse and responsive programs are implemented.
- Engage in the overall development of the BGCPs year-long teen development plan and attend monthly and quarterly meetings with the Teen Program Leadership team.
- TDPs know that pre-teens and teens need both choice and structure and they provide guidance and discipline to ensure a safe and positive environment for youth.
- Attend Nightscape events on Friday and Saturday nights, as scheduled throughout the year.
- TDPs are organized and careful and they maintain and care for applicable equipment and supplies.
- Recruit and retain pre-teens and teens to Club programs and initiatives.
- TDPs are team players and complete other projects and duties that support BGCP.
- TDPs will be asked to work in a variety of program areas and camps as needed.
- TDPs are engaged in continuous training to develop their personal brand of mentorships and leadership in their Club and community.

Position Qualifications:

- High school degree or equivalent or be working towards a degree.
- Over 21 years old.
- Knowledge of youth & teen development principles and practices and one plus year experience working with teens is preferred.
- Enjoy working with people and possess a friendly and outgoing personality.
- Must be a team player.
- Strong communication skills, both oral and written.
- Must possess the ability to work independently without direct supervision.
- License to drive and ability to drive Club vans a plus.