



Boys & Girls Clubs of Portland Job Announcement Teen Workforce Coordinator – Part Time

Boys & Girls Clubs of Portland (BGCP) is searching for a proven youth development professional to serve as Teen Workforce Coordinator (TWFC). The TWFC is part of the Teen Services team and helps manage the YouthForce program which is the career development program at BGCP dedicated to leveling the professional playing field for teens, empowering them to develop a vision for their future, and the resources and networks to achieve it. The program consists of three parts; YouthForce University, TeamWorks and the Career Internship Program (CIP).

This is a part time, hourly, grant funded position (\$13.00 per hour), which requires a flexible schedule as hours can vary (generally 20-25 hours per week) and may consist of predominately evening and weekend hours dependent upon Providence Park game schedules.

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/>

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. *All candidates must pass post-offer/pre-employment requirements, including: Criminal Background Check and Verification of Employment*

Position Responsibilities:

YouthForce University: Multiples times each month we offer post-secondary training and career development courses that include, but are not limited to; resume and cover letter writing, professionalism in the work place, interview practice, financial aid, financial literacy and soft skill development. Staff collaborate, develop and deliver this content to YouthForce members across the Portland Metro region.

TeamWorks: Interns work as Guest Service Attendants at Timbers, Thorns, and T2 soccer matches. The Teen WorkForce Coordinator will oversee the support of game day management and coaching of our teens and provide additional support to the overall YouthForce program. Serve as a liaison on match days and maintain strong working relationships with the Providence Park Guest Services Manager as well as Providence Park, Timbers FC, and Thorns FC staff. Ability to attend all home games, management meetings and other events as they arise. Provide direct feedback to teens regarding performance issues. Sustain an environment that fosters communication, collaboration and respectful relationships between YouthForce teen interns and Providence Park Staff. Be familiar with the Providence Park Stadium floor plan, facility and areas of importance, especially in regards to the locations YouthForce teen interns are assigned, as well as all Providence Park Rules and Regulations.

Career Internship Program (CIP): We seek to provide additional internships to our teens throughout the year, but with increased opportunity during the summer months, to engage in a paid internship that is aligned with their career pathway. The Teen WorkForce Coordinator will help to recruit teens, steward relationships with business leaders and engage with partners to deepen relationships between teen and community.

Other aspects of the position include, but are not limited to; recruitment of new members, engaging with Club-based teens to support future engagement, field trip coordination (colleges & business tours), payroll management, program measurement and evaluation and other duties as assigned by Director of Teen Services-Education & Career and Senior Director of Teen Services.

Position Qualifications:

- High school degree, with preference given to applicants who participated in postsecondary education
- Over 21 years old
- Knowledge of teen development principles & practices and 3+ years of experience working with teens is preferred
- Must be a team player
- Capacity to effectively manage compassionate relationships with a diverse population/group of teens and adults
- Ability to handle multiple responsibilities simultaneously and remain calm in stressful situations
- Strong communication skills, both oral and written
- Must possess the ability to work independently without direct supervision
- Good organization and attention to detail, professional presence, strong customer relations skills
- Satisfactory Motor Vehicle Record as determined by BGCP and ability/willingness to learn driving a 15 passenger van
- Attributes for success in this role include patience, a sense of humor, flexibility, high energy, cultural competence