

Boys & Girls Clubs of Portland (BGCP) is searching for a proven youth development professional to serve as Teen WorkForce Program Manager (TWFM). YouthForce 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).

**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. YouthForce staff collaborate, develop and deliver this content to YouthForce members, but the Program Manager holds primary responsibility for the coordination, implementation and follow up on each YouthForce University meeting.

**TeamWorks:** Interns work as Guest Service Attendants at Timbers, Thorns, and T2 soccer matches. The Teen WorkForce Program Manager is expected to be available at all times during matches and providing appropriate, consistent interactions with the YF interns. 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 Program Manager 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, seeking new ways to improve the YouthForce Program and ***other duties as assigned by Director of Teen Services-Education & Career and Senior Director of Teen Services.***

This is a full time, salaried (\$30,000 starting salary) 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, (3) Resume and a (4) four slide PowerPoint presentation on one of the four following topics; 1. Interview Prep, 2. Resumes & Cover Letters, 3. Professionalism in the Workplace or 4. Career Exploration 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 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
- Willingness to support tasks outside of direct job duties that support the overall teen experience at Boys & Girls Clubs
- 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 familiarity with Microsoft Office Suite (Word, Excel, Outlook, Forms, Teams, etc.)
- Must possess the ability to work independently without direct supervision
- Good organization and attention to detail, professional presence, strong customer relations skills and must be able to prioritize and complete tasks efficiently
- Successful completion of National Criminal History and Background Check
- 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 and cultural competencies