



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

POSITION PROFILE

POSITION TITLE: TEEN DEVELOPMENT MENTOR

REPORTS TO: PROGRAM DIRECTOR

CLASSIFICATION: PART TIME/NON-EXEMPT

BGCP'S mission is to empower all young people, especially those who need us most, to discover their full potential as caring, engaged, responsible community members. Celebrating 75 years of providing Portland-area young people with a safe and enriching place to belong when school is out, BGCP currently (pre-COVID-19) serves approximately 6,400 youth across three counties. The organization operates five Clubhouses throughout the Metro area and four Club embedded sites in four North Clackamas schools.

BGCP's top priorities are to ensure an inclusive, diverse and equitable work environment with an uncompromised commitment to safety. We are committed to filtering all policies and practices through an equity-based and trauma-informed care lens. We position ourselves as lifelong learners, and seek individuals who have demonstrated dedication to creating safe and nurturing environments. We seek individuals who are dedicated to supporting extraordinary experiences for youth, are exceptional team members, have an investment in our surrounding 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 with whom 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 Teen Development Mentor that focuses on the delivery of programs and services through mentorship to middle school and high school teens that supports their developmental growth toward a great future. It requires critical thinking and the ability to make confident decisions when working with teens and peers. Through team leadership this position is responsible for the assistance, execution and direct implementation of teen programming and priority outcome areas. This position ensures that program initiatives are implemented and successfully executed. This position will assist the Teen Services team in implementing a balanced teen program and activity plan on a daily and annual basis while ensuring positive measurable outcomes through fun.

Show a commitment to success through adversity by achieving hard to reach goals and the ability to adapt. All Teen Services staff should be passionate about BGCP's mission while implementing fun programs for teens to engage with the community, make plans for their future, and transition into adulthood.

Program Responsibilities

- Mentor and supervise a group of teens, made up of middle and high school members, in after school and virtual programming, or as assigned.
- Coordinate and delivery of targeted programs and extension opportunities for teens in addition to social recreation activities.
- Design and execute horizon broadening activities for teens to connect with the

future and explore adulthood, both virtually and in-person.

- Implement BGCP youth development philosophy of the 5 Key Elements of Youth Development and leading teens in the 3 Priority Outcome areas using supervision, teamwork, and collaboration.
- Provide guidance and direction to teens to include the development of success & safety plans while mediating conflict.
- Coordinate with the teen's school and family to support their short and long term educational success.

Operational Responsibilities

- Work within Club leadership team to ensure daily safety, operations and programming requirements and goals are met.
- Assist in the creation of an annual Teen plan that balances targeted programs with a variety of developmentally appropriate activities in the 5 Core Program areas (Arts, Education, Health & Wellness, Leadership & Service and Sports & Recreation).
- Work schedule varies that could include some occasional Friday evenings and weekends.
- Collaborate with Clubs to ensure measurement instruments within the Clubs are reliable, evaluate and utilize the data to strengthen the Club experience.

Position Requirements

- Provide role model values, expectations, and exceptional teen development skills at all times.
- Support and collaborate with the Club leadership team to promote a consistent and impactful Club experience for all youths & teens.
- Communicate with parents, program partners and stakeholders to ensure strong relationships and a safe Club.
- Work collaboratively with all Clubs and departments within the organization to meet BGCP goals.
- Participate in the collection of data regarding program delivery, quality, and teen outcomes.
- Possess a strong understanding and adhere to organizational policies and procedures with the ability to demonstrate good judgment when unexpected situations arises.
- YDA's may need to deal with stressful incidents that can occur in the daily commencement of their duties.
- All BGCP employees are Mandated Reporters and must report any suspected Child Abuse or Neglect to their direct supervisor.

Position Qualifications

- Must possess knowledge of youth and teen development principles and practices with a minimum of one-year experience working with youth ages 12-18 including program planning and implementation.
- Ability to meet schedules and deadlines while maintaining high accuracy.
- Must possess strong communication skills both orally and written and in a virtual capacity.
- Must possess the ability to work independently and efficiently without direct supervision.
- An understanding of Boys & Girls Club programming and/or a desire for professional development.
- License to drive (if over 21) and ability to drive Club vans a plus
- Consistent work schedules preferred

- Qualified applicants already aligned with the mission and top priorities of the Boys & Girls Clubs of Portland Metropolitan are highly encouraged to apply!

Physical Requirements/Work Environment:

- Frequent high volumes of personal interactions with youths, families and other staff.
- Frequent walking with prolonged standing.
- Must be able to sit, bend, stoop, climb and occasional lifting of up to 25#.
- Moderate to intermittent high levels of noise.
- Vision abilities requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact Yini Orebaugh with Human Resources at yorebaugh@bgcportland.org in advance to request assistance.

Diversity and Inclusion: At BGCP, we do not just accept difference; we value it and support it to create a culture of dignity and respect for our employees.

BGCP is proud to be an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, military status, national origin or any other characteristic protected under federal, state, or applicable local law.

Under Oregon Law, qualifying veterans may apply for veterans' preference.