



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

Position Profile:

Position Title: Director of Teen Services – Education & Career

Reports To: Sr. Director of Teen Services

Classification: Full-Time/Exempt

Salary: \$38,625.00/a year

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. 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 Director of Teen Services – Education & Career as an ambassador and role model for local teens, oversees and runs our teen workforce program (YouthForce).

- 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 at multiple locations and the successful transition of teen members into adulthood through the provision of navigation services.
- This position ensures that program initiatives are implemented, successfully executed, and have demonstrated impact through accurate data, measurement and reporting.

Directors of Teen Services should be passionate about the BGCP mission and implementing fun varied program for teens to maintain healthy relationships, engage in leadership in their community, and create meaningful plans for the future to transition into adulthood. This position has supervisory responsibilities of the interns assigned to the YouthForce program through collaboration with the Portland Timbers organization.

Position Responsibilities

Workforce Programming -

- Accountable for recruiting, hiring, leading and supervising program interns and volunteers, including maintaining accurate paperwork, documentation and ensuring interns and volunteers have appropriate certifications and trainings.
- Support the design and implementation of our YouthForce program.
- Maintain proper documentation of YouthForce interns including tracking priority outcomes, duration and frequency of attendance, incidents, etc.

- Contribute to the planning and implementation of workforce curriculum and events.
- Maintain positive, productive relationships with all stakeholders including partners, interns, BGCP staff, schools, community organizations, and community members.
- Be on site for intern workdays at Providence Park to mentor interns and collaborate with Portland Timbers staff.
- Serve as principal liaison and maintain strong working relationships with the Providence Park Guest Services Manager as well as Providence Park, Timbers FC, and Thorns FC staff.
- Responsible for the supervision of all YouthForce teen interns on Game Days while addressing performance issues directly and effectively.

Teen Services Programming -

- Assist in the creation of an annual Club plan that balances targeted programs with a variety of drop-in teen appropriate activities in the 5 Core Program areas
- Support Club staff with planning and implementation of yearly and long-term teen program goals.
- Participate in appropriate Metro-wide program and quality improvement efforts.
- Incorporate youth development principals in supervision of teens.
- Identify teen trends that will ensure BGCP remains relevant and interesting to our communities.
- Offer a variety of target programs and extension opportunities for teens in addition to social recreation activities
- Participate in special programs, events and other projects as directed by supervisor.

Position Qualifications

Professional Skills and Education -

- Over 21 years old
- Four-year degree in Social Work, Psychology, Education, Social Services, or related youth development field from an accredited college or university or equal experience
- Experience working with high school age youth and parental interaction
- Experience managing others, including hiring, training and supervising/coaching
- Knowledge and/or experience working with a non-profit youth development agency or Boys & Girls Club
- Strong analytical and problem-solving skills
- Experience with Microsoft Office Suite
- Knowledge of teen development principles and strategies, and ability to motivate youth in a positive way
- Capacity to effectively manage compassionate relationships with a diverse population/group of teens and adults
- Ability to handle multiple responsibilities simultaneously
- 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
- Successful completion of National Criminal History and Background Check
- Ability to drive and satisfactory Motor Vehicle Record as determined by BGCP is preferred
- Attributes for success in this role include patience, a sense of humor, flexibility, high energy, cultural competence

Hours

The position is full time, requires a flexible work schedule including regular evenings and weekend shifts. Position requires frequent off-site travel within the Portland Metro and attendance at all teen work shifts at Providence Park.

The Application Packet

1. A resume'.
2. A cover letter. The cover letter should address why you are interested in this opportunity and how your qualifications and experiences (both professional and/or lived) will make you a successful candidate for this position. The cover letter should also demonstrate your work experience and how they are related to those shown in the position general requirements.

The Selection Process

1. Initial review of minimum qualifications
2. Application materials review
3. Consideration of top candidates
4. Background and reference checks

Note: Application information may be used throughout the entire selection process. This process is subject to change without notice.

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 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.

BGCP gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact BGCP Human Resources in advance to request assistance.