



BOYS & GIRLS CLUBS
OF PORTLAND METROPOLITAN AREA

POSITION PROFILE

POSITION TITLE: Teen Program
Manager
REPORTS TO: Club Director
Wage:\$13.75/hour
CLASSIFICATION: Non-Exempt

Position Summary

Teen Development Mentor is a part-time position 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 the BGCP mission and implementing fun varied program 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 or high school members, in after school and virtual programming, and Summer programming, or as assigned.
- Coordination 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 (defined in new employee orientation and ongoing training) using supervision, teamwork, and collaboration
- Mentor teens and encourage a program climate that is inclusive, equitable, trauma informed, and culturally responsive.
- Provide guidance and discipline to teens including the development of success & safety plans while mediating conflict
- In coordination with the member's school and family, 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 (The Arts, Education, Health & Wellness, Leadership & Service and Sports & Recreation)

- Work a varied schedule that could include some Friday evenings and weekends
- Collaborate with Clubs to ensure measurement instruments within the Club are reliable, evaluative and utilize the data to strengthen the Club experience
- Complete paperwork, reports, and updates as necessary for the efficient function of the organization

Position Responsibilities

- Role model values, expectations, and exceptional teen development skills at all time
- Support and collaborate with the Club leadership team to promote a consistent and impactful Club experience for all youth & 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 as laid out in the employee hand book and demonstrate good judgement when unexpected situations arise
- Additional duties to support the Boys & Girls Clubs of Portland Metro mission as assigned by supervisor
- All BGCP employees are Mandated Reporters and must report any suspected Child Abuse or Neglect to their direct supervisor. YDA's may need to deal with stressful incidents that can occur in the daily commencement of their duties.
- Participate in ongoing training to develop programmatic and professional skills that will further impact on members.

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/deadlines while maintaining high accuracy.
- Strong communication skills (oral, written and virtual).
- 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
- **Applicants connected to or reflecting the community served by the Clubs are highly encouraged to apply.**

Working Environment & Physical Requirements

The job's functions requires the following physical demands: While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch, talk or hear and occasional lifting of a minimum of 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. High volume of personal interaction with members, families and staff may be stressful. The noise level is usually moderate but may increase during busy periods.

