The primary mission of the Boys & Girls Clubs of Springfield is to enhance the quality of life for youth as participating members of a richly diverse society. With special concern for the disadvantaged, the Boys & Girls Clubs of Springfield helps youth to help themselves realize their potential for growth and development.

POSITION DESCRIPTION

TITLE: Teen Center Youth Development Professional

PERFORMANCE PROFILE SOURCE: Part-time Professional

DEPARTMENT: Operations

REPORTS TO: Teen Director

WAGE: ☐ Salary ☑ Hourly

POSITION SUMMARY:
The Assistant Teen Director is responsible for coordinating programs for Club members, ages 13-18, in all Core Program Areas, under the direction and with the support of the Teen Director. S/he will plan and facilitate both national programs and innovative programs and activities. S/he will also be responsible for the maintenance and appearance of the Teen Center, equipment and supplies. S/he will turn in detailed program plans and needs lists by the 25th of each month and will keep accurate attendance records that are turned in to the office each night. S/he will instill in Club members the importance of their roles at the Club through introducing and reviewing Club rules, the Club code and fair and consistent guidance and discipline.

Educational/Training Requirements: Minimum of High School diploma or equivalent. Experience working with youth in a guidance-oriented atmosphere preferred. Missouri Class E Driver’s License preferred, but not required.

Key Roles: Prepare youth for success, program development and implementation, teamwork, supervision & development of volunteers.

Key Competencies:
- Contribute to creating an environment that promotes physical, social & emotional well-being of youth.
- Recognition is given to members to encourage appropriate behavior & build positive self-esteem.
- A variety of activities are provided in the fields of education & career exploration that appeal to Club members of different age groups.
- National programs are conducted & members are recognized for their commitment to such programs.
- Environment is created in which members feel safe enough to express their issues, concerns & ideas.
- Physically capable of monitoring activities and interacting with youth in programs, where appropriate, and maintaining consistent supervision and guidance.
- Attention to detail is maintained in the maintenance and appearance of the program area, equipment and supplies.
- Collaborate with other staff members in order to design the best programs and/or provide the most valuable opportunities for Boys & Girls Club members.
- Work closely with and/or provide supervision of volunteers.

Skills Needed:
- Creativity
- Punctuality and attention to detail
- Excellent communication skills
- Self-motivated
- Confidence in working with youth
- Dedication