



JOB DESCRIPTION

www.bgcbloomington.org #812.332.5311

Assistant Teen Program Coordinator

WORKING HOURS/PAY RATE: 25 hours per week - \$10/25 hrs a week

VACATION/SICK DAYS: Unpaid, 2 per semester

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minutes lunch break for every 8 hours.

BENEFITS: None Provided

DATES: 11/10-17-8/19/18

BASIC JOB FUNCTION: Lead, facilitate, develop, and monitor our daily programming serving 25-40 youth in Teen programming. Leadership and support a staff of 8. Long-range project development. Both administrative and youth work responsibilities supporting and working with the Program Director. Assist in the training of Teen Program Coordinator Intern. Lead an engaging and educational homeroom experience. Assist in special events programming and planning. Lead and track programming including: Keystone Club, Torch Club, Leader in Training, and other BGCA programming. Interact appropriately with club members, staff, and club parents.

EDUCATION/EXPERIENCE REQUIREMENTS: 2 or more year's youth work experience required. Individual must be able to manage staff, work with large groups of youth, and have education and or teen program knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction, and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily programs that encourage members to take part in their community and to inspire them to be better citizens.
2. Develop and implement programs focusing on College, Career, and Trade experience/prep
3. Develop partnership with a local trade school
4. Develop career experience opportunities for all teens—set up internships/jobs for older teens (skate shops, bike shops, game shops, art shops, etc...)
5. Develop Character and leadership initiatives for the club that the teens can lead
6. Create and maintain various programs for members to remain involved in.
7. Encourage a positive environment for members to learn, interact, and grow.
8. Conduct small and large group active enrichment activities.
9. Assist with clean up and organization of all program areas.
10. Build positive relationships with youth, volunteers, parents, schools, and community.



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11. Assist with transportation as needed
12. Assist with tracking daily attendance and other applicable program administrative duties.
13. Assist with preparing information for reporting purposes when necessary.
14. Attend mandatory staff meetings and training sessions.
15. Report to Teen Program Director.
16. Assume other duties as assigned.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.