

BOYS & GIRLS CLUBS OF OAKLAND

POSITION DESCRIPTION

TITLE: Teen Center Director

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Branch Director

Exempt Non-Exempt

PRIMARY FUNCTION:

Responsible for overseeing the delivery of a broad range of teen oriented programs within a designated Boys & Girls Clubs of Oakland Clubhouse. Plan, develop, oversee implementation and supervise departmental programs and program staff.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Plan and oversee the administration of designated Clubhouse teen programs and activities that support Youth Development Outcomes:
 - Establish Clubhouse program objectives consistent with organizational goals and mission.
 - Oversee the provision of day-to-day program activities in accordance with established standards and goals.
 - Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
 - Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

2. Establish and maintain Clubhouse teen program goals and settings that insure the health and safety of members. Ensure that departmental staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that Club equipment is maintained in good working condition.
3. Ensure the evaluation of Club teen programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
4. Control departmental and other assigned program and activity expenditures within approved budget.

Supervision

5. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
6. Oversee proper record keeping and reporting including: activities and events conducted, breakdowns of daily participation figures, notable achievements, and any problems/issues.
7. Ensure productive and effective performance by all program staff and volunteers.

Marketing and Public Relations

8. Increase visibility of Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases.

ADDITIONAL RESPONSIBILITIES:

1. May oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs), and/or participate in the implementation of other branch activities as necessary.
2. May be required to drive Club van periodically.
3. May consult with parents concerning member and branch issues.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with schools, member's parents, and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree in related field from an accredited college or university, or equivalent experience.
- A minimum of five years work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff and project management abilities.
- Mandatory CPR and First Aid Certifications.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. **Sitting:** Very frequent. Surfaces include chairs, benches, wood, metal, concrete, plastic.
2. **Talking/Projecting Voice:** Very frequent. Speak in normal conversational tones in person and on telephone. Also have ability to project voice in noisy and/or in large areas.
3. **Hearing:** Hear normal conversations.
4. **Vision:** Read written lists, notices, grants, reports, etc. (digital and hard copy). Ability to supervise many volunteers in Club and at large group events.
5. **Walking:** Very frequent. Surfaces include carpet, tile, wood, asphalt, grass and concrete.
6. **Lifting:** Frequent. 10 – 50 pounds, storing supplies, moving equipment and supplies and, on occasion donations of in-kind equipment.
7. **Stooping:** Frequent.
8. **Climbing:** Infrequent. In and out of Club vehicles, up and down stairs.
9. **Standing:** Very frequent. Particularly during Club operational hours, before and after meetings.
10. **Clear Background Check:** Fingerprint verification.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Professional Officer **Date**