

BOYS & GIRLS CLUBS OF THE TWIN CITIES

JOB DESCRIPTION

TITLE: Teen Director at the Jerry Gamble Club

DEPARTMENT: Branch

REPORTS TO: Program Director

TYPE OF EMPLOYMENT: Part Time

SALARY RANGE: \$9.00 - \$10.00 per hour

Exempt

Non-Exempt

PRIMARY FUNCTION:

The Director of Teen Programs is responsible to provide daily programs that promote self-esteem and encourage the positive social development of our members. This includes planning and executing programs for individual, small groups and large groups with a special emphasis on teen members.

KEY ROLES (Essential Job Responsibilities):

1. Oversee the daily operation of the teen games room area or other area as assigned.
2. Provide a wide range of program options for individuals, small groups and large groups that are age appropriate and engaging with a special emphasis on teen members.
3. Maintain a safety conscious attitude in performing duties and provide a safe environment for program participants
4. Facilitate group clubs
5. Maintain positive collaborations with other area agencies
6. Implement a wide variety of Special Events
7. Submit weekly and monthly reports
8. Assist other program areas as needed
9. Must be able to drive company owned vehicles
10. Attend regular staff meetings and oversee special projects as assigned

SKILLS/KNOWLEDGE REQUIRED:

High School diploma or GED required, some college preferred. Must have some experience working with youth especially teens. Should also have some experience working in a drop in center atmosphere and planning and executing programs. Must possess maturity in judgment; be very organized, able to take initiative, enthusiastic and a team player.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Branch atmosphere will require walking from area to area, running occasionally, sitting for periods of time, bending, twisting and raising your arms above your head. Should also be able to lift at least 25 lbs., kneel and drive a vehicle for extended periods. Also must be able to stand for long periods of time on occasion.

HOURS: TBD. Hours of operation at the Club are between 1:00 p.m. – 9:00 p.m. during school hours and 11:00 a.m. – 7:00 p.m. during summer hours.

TO APPLY: Email cover letter and resume to:

Marcus Zackery
North Minneapolis Area Director - Interim
mzackery@boysandgirls.org