



**UNION LEAGUE  
BOYS & GIRLS CLUBS**

2157 W. 19th Street | Chicago, IL 60608

## **Teen Program Coordinator**

### **POSITION**

The Teen Program Coordinator is responsible for monitoring the day-to-day Teen Development staff procedures. The Teen Program Coordinator will oversee the recreation component of the program on a daily basis, plan the teen program schedule, and support organizational efforts for recruitment and retention. The Teen Program Coordinator is also responsible for collaborating and maintaining relationships with our community partners.

### **Responsibilities**

- Design and implement programs for youth members
- Plan field trips
- Coordinate special events
- Assist volunteers when assigned
- Responsible for program reports, particularly BGCA reporting
- Evaluate program staff on a regular basis
- Ensure teen club attendance goals are on target by working with schools, attending community events, etc
- Design and implement programs for teen program staff to implement
- Ensure that teen program areas are appropriately staffed for teen activities
- Encourages emotional, social, and educational growth of individual students
- Responsible for collaborating and maintaining relationships with our community partners
- Responsible for collecting outcome measurements such as pre and post test assessments for grant deliverables and BGCA
- Provide proper training to newly acquired staff
- Direct supervision of Teen Development Specialist
- Design program for Teen Program Development Specialist
- Provide all materials for Teen Program Development Specialist
- Oversees that program areas are left clean and organized at the end of the day by program staff
- Other possible responsibilities pertaining to the club include, but are not limited to:
  - Data entry
  - Staff supervision
  - Chaperone for field trips
  - Moving materials in the facility
  - And other duties as assigned

### **Program Staff Qualifications Requirements:**

#### **Knowledge:**

Demonstrate knowledge of principles related to teen development, ability to plan effectively, group leadership skills, including and understanding of group dynamics and discipline and understanding of the population of teens served.

#### **Education:**

Must be enrolled in college or have some college courses.

Must be 25 years or older

#### **Skills Needed:**

- **Communicate**, listen and effectively accommodate to teen program staff. Provide them with correct and timely information and feedback when requested.
- **Decision Making:** teen coordinator will identify problems; discuss the best solution with his or her staff. If a solution cannot be reached, teen coordinator will contact assistant club director, and if need be, the director of club services to come to a solution.
- **Leadership**—Be a Role Model for Co-Workers, teen program staff, volunteers and especially members. Enhance and encourage the members to strive to meet their goals.
- **Personal Initiative** to work and to achieve higher levels of responsibility to better serve the teens in all programs.
- **Planning and organizing** by coming in and working on special days to accomplish the task and goals needed to implement the programs and activities for our youth such as: Teen of the Year Award, Teen of the Month Award, annual Gala, and other organization events.
- **Promote a safe and healthy environment.** Making sure that the staff and members know the safety rules of the Club are understood and met.

### **DESIRED QUALIFICATIONS**

- Desire and ability to manage and direct a team
- Ability to accept supervision and guidance
- Good character, integrity and adaptability
- Enthusiasm, good judgment, patience and self-control
- Positive example for teens and staff in appearance, attitude and behavior
- Must participate in required training by the Club, County, State, and/or funders.
- Ability to plan and implement programming

#### **Pay Rate:**

- \$16.00 an hour
- Up to 27.5 hours a week (mostly after school hours with the exception of school closings)

**Interested applicants may submit their resume to be reviewed to the Union League Boys & Girls Club: Club One Director, Anastasia Hernandez, at [a.hernandez7@ulbgc.org](mailto:a.hernandez7@ulbgc.org). Please include your name + resume in the subject line. (example: Anastasia Hernandez Resume).**