

## **Job Posting**

### **Position**

Teen Program Manager

### **POSITION SUMMARY:**

The Teen Program Manager is responsible for the planning, development and implementation of a broad range of programs and services for youth between 13-19 years old, at the Boys & Girls Club of Pawtucket during the school year and summer.

### **DUTIES AND RESPONSIBILITIES:**

Each of these areas of responsibility is designed to further the organization's mission of preparing youth for success by inspiring and enabling young people from Pawtucket and surrounding communities, especially those with greatest need, to realize their full potential as healthy, productive, responsible, and caring citizens.

- Lead the planning, supervision, and implementation of out-of-school-teen-programming, special events, and the coordination of daily activities; both in-person and virtual, that support academic success, good character & citizenship skills, and healthy lifestyles in youth. Ensure inclusion of high yield activities that create program crossover opportunities between the impact areas.
- Lead recruitment efforts to attract Teen Center members from the local communities to meet enrollment goals, and monitor youth attendance. Ensure that staff encourage members to participate in a variety of program areas/activities where they can receive instruction and constructive feedback to develop life skills.
- Provide appropriate support and guidance to youth development staff on a daily basis including weekly team meetings, individual performance reviews, training, and professional development.
- Work with the Director to develop a comprehensive training plan for part-time staff that meets the State of Rhode Island regulations and BGCA Membership requirements, and ensures staff are prepared to effectively work with our teen members.
- Work with the Director to deliver staff member annual reviews.
- Act as a role model to both staff and members to assure positive conduct, safety, and development of members, addressing behavior concerns and communicating behavioral needs, challenges, and successes when necessary. Create systems for recognition for members including the incorporation of Member of the Month.
- Ensure program areas are safe, all program equipment is appropriate, Club property is maintained in good working condition, and ensure all violence prevention policies and emergency procedures are communicated and enforced.
- Ensure BGCA curriculum delivery is high quality and available to all age appropriate members. This includes but is not limited to Keystone Club, SMART Girls, Passport to Manhood and other curriculum offered on BGCA.net.
- Assist in the coordination of the National Youth Outcomes Initiative, RI Program Quality Assessment, and the overall quality of programs, working with staff to create action plans for improvement.
- Ensure the Therapeutic Program identification and intake services are operating optimally to provide services that meet the needs of our members.
- Develop a system to regularly communicate with parents/guardians and involve them in their teen's Club experience.

### **Program Implementation**

- Ensure all programs begin and end on time.
- Ensure members are supervised at all times during the program.
- Work with Program Coordinators and staff to implement programs.
- Follow the Program Quality Standards (PQA) when implementing programs to ensure consistency of implementation.
- Ensure members receive instructions and constructive feedback/ reflect to develop and reinforce skills in program area(s).
- When possible, run activities/ programs that expose large groups of youth to programs. (utilize gym, outdoor facilities, playground or gamesroom)

### **EDUCATION & EXPERIENCE REQUIREMENTS:**

- This position requires a minimum of 60 credits from an accredited college. Candidates must be pursuant of a degree from an accredited college in a field related to youth development. Preference will be given to applicants with an Associate Degree or greater.
- Minimum of two years of experience in a Boys & Girls Club or similar youth development agency.
- Demonstrated ability to effectively manage youth behavior, implement programs and create a positive environment for all youth.

### **KNOWLEDGE & SKILLS:**

- Render excellent judgment skills, selecting the most appropriate course of action in a given situation.
- Demonstrated knowledge of principles related to development of youth between 13-18 years of age, group leadership skills and an understanding of group dynamics.
- Maintain a high energy level, performing multi-faceted projects in conjunction with day-to-day activities.
- Ability to resolve conflicts as they arise.
- Strong communication skills both oral and written are required.
- Regularly required to speak clearly and hear the spoken word.
- Spanish speakers preferred.

### **Physical and Mental requirements**

#### **Demonstrate the ability to:**

- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Regularly required to speak clearly and hear the spoken word as well.
- Render excellent judgment skills; selecting the most appropriate course of action in a given situation.
- Ability to resolve conflict and potential crises as they arise.
- Other duties as required

### **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.

**Pay Rate:** \$42,000

**Hours:** Full Time, Salary Monday-Friday and select Saturdays

**Contact:** Enrique Newman [enewman@bgcpawt.org](mailto:enewman@bgcpawt.org)

**Number of Hires:** 1

**Timeline:** Within the next 2-4 weeks

**Required:** Resume