



**BOYS & GIRLS CLUB  
OF FOND DU LAC**

**POSITION DESCRIPTION**

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**TITLE:** Teen Center Site Coordinator

**DEPARTMENT:** Program

**REPORTS TO:** Director of Teen Services

Non-Exempt

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**PRIMARY FUNCTION:**

In cooperation with the Director of Teen Services, this position helps to plan, implement, supervise and evaluate all programs and activities provided as part of the five core program areas for youth in the teen program at the Johnsonville Club Teen Center.

**KEY ROLES (Essential Job Responsibilities):**

1. Ensure programs, services and activities are implemented that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members. Educate, promote, develop self-esteem, and provide positive alternatives.
2. Keep a safe environment by ensuring that member behavior expectations are followed and that unacceptable behaviors are followed up with.
3. Responsible for planning, organizing and implementing:
  - Academic Success Programs
  - Youth of the Month
  - Teen Special Events
  - Social Recreation activities to include gamesroom activities and Fun Friday
4. Keep open lines of communication with parents so they are informed of all activities going on at the Club and how their child is participating.
5. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order. Recommend requisitions as necessary; controlling expenditures against monthly supply budget.
6. Maintain accurate records on all Club membership and attendance
7. Assume role of teen center director when they are out of the building.
8. Provide ongoing feedback to programming staff to ensure productive and effective performance.

**ADDITIONAL RESPONSIBILITIES:**

1. Oversee and/or participate in special programs and events.
2. Drive Club van.
3. Submit accurate written reports for B&GC, School District, or other grant requirements.
4. Attend all staff meetings, prepared with items needed for discussion or reporting.
5. Assist in or handle special assignments or other duties as deemed necessary or important by supervisor.

**RELATIONSHIPS:**

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

**External:** Maintain contact with external community groups, schools, members’ parents and others.

**Qualifications:**

- Experience working with teen populations
- Some post-secondary education

**Experience/ Skills:**

- Preferred minimum of one year experience in planning and implementing youth programs.
- Proven ability to motivate youth and manage behaviors
- Proven ability to recruit, train, supervise, and motivate staff and volunteers
- Proven ability to deal with the general public.
- Proven ability to plan and implement quality programs using a youth development strategy.
- Proven ability to organize and supervise members in a safe environment.
- Strong communication skills, both oral and written.
- Mandatory CPR and First Aid Certifications.
- Demonstrated computer technology skills appropriate to Boys & Girls Club computer use.
- Valid State Drivers License

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

High energy level, comfortable performing multi-faceted projects; good interpersonal abilities-able to interact effectively with co-workers of all levels as well as with representation of other organizations and institutions. Ability to get along with diverse personalities; tact, maturity, and flexibility; physical requirements include: sight, hearing, sitting, standing, stooping, running, strenuous sports related activities, and lifting a minimum of 50 lbs. Must be able to function under fast paced and noisy conditions.

Signed by: \_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

Approved by: \_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**