



**BOYS & GIRLS CLUBS
OF GREATER KALAMAZOO**

Position Description

Position Title: Teen Employment Coordinator

Department: Programs

Reports To: Workforce & Education Pathway Manager

Salary: \$19.50/Hour

Job Status: Hourly, Non-Exempt and Full Time (40 hours/week) with PTO and health, dental and vision benefits

Hours: Regularly scheduled hours Monday through Friday from 11:00 am – 7:00 pm. Schedule changes based on KPS hours on half days, no school days, breaks and summer. Flexibility to attend occasional events earlier or later in the day and/or weekends.

POSITION SUMMARY

Responsible for the coordination and evaluation of the Junior Staff program while embracing the mission of Boys & Girls Clubs of Greater Kalamazoo (BGC). Junior Staff is a workforce development program designed for teen members, that provides them with hands on work experience at the Boys & Girls Club while developing interpersonal, professional, and leadership skills.

DUTIES & RESPONSIBILITIES

- Plan and coordinate the Junior Staff program, including Bridging Opportunities.
- Produce job posting and hold interviews for all eligible candidates.
- Mentor Junior Staff participants on a biweekly basis during the duration of the program.
- Facilitate Junior Staff curriculum at all units with all participants.
- Assist the Director of Program Development & Evaluation and Workforce & Education Pathway Manager with compilation of any reports required by funding sources, Board of Directors, and/or other benefactors.
- Ensure timecards are complete and correct in a timely manner.
- Work with Unit Directors and Unit Managers to indirectly supervise Junior Staff, including discipline, evaluation, and coaching.
- Support in the reduction of basic need barriers for program participants.
- Refer teen members in need of external employment opportunities to Career Development & Education Pathway Manager.
- Create relationships with community partners to increase effectiveness of program experience.

Other

- Assist with planning and implementation of Club special events, including fundraisers as requested.
- Must possess a valid driver's license with reliable transportation for business and proof of insurance.
- Transport youth in Club vehicle to field trip locations and/or special events, if required. Maintain Chauffer's license.
- Attend all required staff meetings and/or trainings.
 - Display professional behavior in alignment with the Boys & Girls Club Personnel Policy and Standards of Conduct.
 - Perform other related duties as requested.

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

POSITION QUALIFICATIONS

Education and Experience

- A bachelor's degree preferred in Family Consumer Sciences, Education, Social Work, or related field, or equivalent experience such as certification for National Afterschool Association competency levels 1 – 3.
- Experience in a Boys & Girls Club or similar youth development organization with experience working with youth and diverse populations.
- Experience working with a diverse teen population.

Skills, Knowledge, and other Competencies

- Ability to effectively interact with members, including addressing discipline problems in age appropriate and non-punitive ways.
- Ability to work with youth facing challenges in school, the community, or with the judicial system.
- Enthusiastic about working with and engaging youth.
- Experience in facilitating small groups of all ages. Ability to plan and execute a wide range of programs for youth of all ages that are creative, fun, and engaging.
- Proficiency in Microsoft Office programs, including Excel and Word, is required.
- Strong communication skills, both verbal and written.
- Continuing required training as needed.
- Demonstrated ability to work as a team and promote a team culture.
- Demonstrated ability in working with youth, parents/guardians, and other staff.
- Ability to speak Spanish is a plus.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.

- Constantly operates a computer and other office productivity machinery, such as a telephone, calculator, copy machine, scanner, and printer.
- Must be able to remain in a stationary position at least 25% of the time, along with regular standing, walking, bending, and carrying objects.
- Ability to occasionally lift and move objects up to 30 pounds at one time.
- Frequently communicates with team members who have questions and must be able to exchange accurate information in these situations.
- Ability to drive a vehicle to carry out work duties listed above.

Boys & Girls Clubs of Greater Kalamazoo is committed to a policy of equal employment opportunity. The organization will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to, veteran status, race, color, religion, sex, gender identity, national origin, sexual orientation, physical or mental disability, age, height, weight, marital status, or any other protected group status as defined by law. Boys & Girls Clubs of Greater Kalamazoo will also not discriminate against employees or applicants based on sexual orientation or gender identity. As part of its commitment to equal employment opportunity, Boys & Girls Club provides reasonable accommodations to individuals with disabilities.

To apply: <https://recruiting.paylocity.com/recruiting/jobs/All/ca02de4b-88df-40e8-920c-5cc902a6c052/Boys-Girls-Clubs-of-Greater-Kalamazoo-Inc>

Application deadline: April 23, 2024