



BOYS & GIRLS CLUB
of Door County

Position Description

TITLE:	Teen Mentor Coordinator
DEPARTMENT:	Programs
REPORTS TO:	Programs Director
STARTING HOURLY WAGE:	\$13.00 - 15/hr without benefits
STATUS:	Part time- (variable with a maximum of 25 hrs/wk)
HOURS OF CLUB OPERATION:	Mon.-Fri. 2:30pm- 6:30 some Fridays until 9:00 pm /As Scheduled (Academic Year)

Primary Function:

Implements activities provided within the scope of a specific program area as determined by the Program Coordinator. Coordination of the Teen Mentoring Grant including reporting. Areas will include: academic enrichment, healthy lifestyles and/ or character and citizenship clubs.

Key Roles:

Prepare youth for success by creating an environment that facilitates the achievement of Youth Development Outcomes:

Promote and stimulate program participation

Provide guidance and role modeling to members

Demonstrate leadership to assure conduct, safety and development of members

Program development and implementation:

Plan and lead outcome driven activities including BGCA curriculum

Effectively support programs, services and activities for members



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Monitor programs, services, and activities to ensure safety, quality and appearance of club at all times

Ensure all members are encouraged to participate in a variety of program areas/ activities and receive instruction and constructive feedback to develop skill in program areas

Participate in staff meetings

Additional Responsibilities:

Staff may be asked to participate in or work at functions related to the Boys and Girls Club outside of their normal work day.

Staff may be asked to participating in marketing club events and activities

Relationships and Collaborations:

All staff of the Boys and Girls Club are to maintain professional relationships with club members and their parents as well as being mindful that all community members are potential members or donors to the organization.

Staff will be collaborative and supportive of all organizations the Boys and Girls Club works in partnership with at all times.

Staff will build relationships with classroom teachers at local schools and serve as a promoter of all Boys and Girls Club programming.

Staff will maintain a respectful and professional relationship with their immediate supervisor and the CPO as well as the Board of Directors for the organization.

Minimum Skills and Knowledge Requirements:

High School Diploma or GED

Experience working with youth and several developmental levels

Knowledge of youth development

Proven ability to manage behavioral issues

Proven ability to motivate youth



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Proven ability to build meaningful and appropriate relationships with youth

Ability to organize and supervise club members

Ability to communicate with parents, teachers and other staff

Portray a positive image while in the club and community

CPR and First Aid Certification

A spirit of collaboration and willingness to embrace partnerships

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds, stand for long periods of time, walk up to two miles without stopping and play vigorously with children for several hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Club of Door County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

Disclaimer: *The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Boys and Girls Club of Door County reserves the right to update, revise or change this job description and related duties at any time.*

Signed by: _____ Date: _____

Approved by: _____ Date: _____