

Job Description

The Teen Program Coordinator is responsible for developing programs, activities, and services that prepare teens for success by creating a safe and positive Club environment that facilitates achievement and results in designated outcomes.

KEY ROLES (Essential Job Responsibilities)

- Supports Organizational membership goals to include recruitment, retention, and attendance
- Cultivates collaborative relationships with community partners
- Directs supervision of members and staff during operating hours including opening and closing the Club
- Oversees the implementation, planning, development, and evaluation of Club programs

EDUCATION and/or EXPERIENCE, LICENSURE and CERTIFICATION

- Must have 2 years of experience working with middle school aged youth
- Must obtain/maintain a current CPR and First Aid Certification

Must be 21+ with a bachelors degree to apply