



BOYS & GIRLS CLUBS
OF NORTHWEST COLORADO

POSITION DESCRIPTION

Title: Mary Brown Teen Center Assistant Director
Department: Program Services
Reports To: Teen Director

Primary Function:

Assists Teen Director to create a Club Experience that supports all teen and preteen members to reach their fullest potential. Plans, develops, implements and evaluates grant and non-grant programs; leads field trips and provides daily supervision of youth.

Key Roles:

1. *Leadership:* Provide leadership to all Club Members with the main focus on preteen and teen members that inspires and enables youth to reach their full potential, including:
 - Support the day-to-day activities and encourage participation for preteens and teens in accordance with established standards and goals
 - Develop and maintain positive relationships with preteen and teen members to assist them in fulfilling and making appropriate choices in educational, personal, social, emotional and vocational areas
 - Ensure Club environment is safe, positive, clean and allows for enriching activities and experiences for all
 - Collaborate with Teen Director to develop adventure-based summer programming
 - Participates in operational meetings, staff meetings and all staff trainings
 - Performs other leadership roles as needed

2. *Program Development and Implementation*
 - Plan, implement and evaluate grant and non-grant related programs throughout the Mary Brown Teen Center, “Attic”
 - Document program activities and evaluations while adapting for optimal performance
 - Coordinate with the Teen Director re: daily field trips and/or service learning opportunities for preteens and teens during the summer program.
 - Work with staff to provide exceptional programs and activities in the areas of academic success, good character, leadership, and healthy lifestyles, including participating in programs, projects, and special events for the entire Club

Additional Responsibilities:

- May oversee special programs and/or events
- May be required to drive the Club vehicles
- Competent in a variety of computer programs including Microsoft Office, Google Workspace, databases, etc.

Relationships:

Internal: Maintain close daily contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct and advice/counsel.

External: Maintain contact with external community groups, schools, member’s parents and others to assist in resolving problems

Skills/Knowledge Required:

- High school diploma required, college degree preferred
- Previous work experience with youth and teens
- Ability to adapt to quickly changing environments based on the needs of the Clubs
- Program development for small and large group implementation (5 to 30 participants)
- Strong communication skills, both verbal and written
- Ability to relate to a diverse population
- Highly organized with attention to detail
- Group leadership skills, including an understanding of group dynamics

Signed by: _____
Incumbent **Date**

Approved by: _____
Unit Director **Date**