

**TITLE**: Teen Services Director

**FLSA STATUS**: Exempt Full Time

**DEPARTMENT:** Operations

**REPORTS TO**: Chief Operations Officer

**About us:** Boys & Girls Clubs of Southeast Virginia (BGCSEVA) was founded in 1919 by the Norfolk Rotary Club. Back then, we were known as Boys Club of Norfolk. Today, we have 8 Clubs in 7 cities. Because of our geographic reach, we are now Boys & Girls Clubs of Southeast Virginia; and serve children ages 6-18. Our mission is “to enable all young people, especially those who need us the most, to reach their full potential as productive, caring, and responsible citizens.” Our 3 priority outcomes for our members are: Achieve Academic Success, Display Good Character & Citizenship and Maintain Healthy Lifestyles

**Why Work for BGCSEVA:** Boys & Girls Clubs fill a critical need by providing affordable after-school and summer care services to families in communities that need us the most. With our organization you’ll work in a fun and supportive environment where every day is a new opportunity to make a change in a young person’s life. All of our staff are professional, driven, passionate, team oriented, attentive and fun!

**PRIMARY FUNCTION**:

Works collaboratively with assigned Teen Coordinators/Club Directors and responsible for ensuring the implementation of teen programs and developing local resources for Club teens ages 13-18 throughout Boys & Girls Clubs of Southeast Virginia. Programs will foster positive identity, education, employment, social, emotional and cultural competencies, community and civic involvement, health and life skills and a moral compass.

Teen Services director is responsible for overall service delivery, training of teen staff, community relations, program reporting and membership administration. Works jointly with Area Directors, Program Quality Coordinator, Volunteer and Donor Engagement Coordinator and other admin staff as needed to provide quality teen services throughout the organization.

**RESPONSIBILITIES:**

1. Recruit and train teen staff and mentors to work with teens in Clubs that serve teens.
2. Recruit teens to participate in teen programming in all Clubs and create a recruitment and retention plan for teen membership.
3. Provide year-round teen program planning, seek out BGCA funding and program opportunities, including conducting, monitoring, and accessing teen interest surveys and input to obtain and maintain effective programming and interest-based programs.
4. Compile state-of-the-art teen resources, information, and data to address current and future trends affecting teens and initiatives to reinforce a positive self-identity.
5. Participate in Club staff and advisory meetings to ensure teen interests and concerns are addressed in a manner consistent with, and in conformance with, the mission and policies of the Boys & Girls Club.
6. Serve as a positive adult role model at all Club, local and national events and serve as a liaison with BGCA Teen Services to maximize resources available for service to teens.
7. Collaborate annually with other statewide Club staff to enhance teen programming and develop partnerships with community leaders and other organizations.
8. Adhere and assist in the promotion and interpretation of organizational policies and procedures as described in Club's employee handbook and elsewhere in regards to working with teens.
9. Oversee and manage organization wide teen grants.
10. Responsible for overseeing:
	1. BGCSEVA Keystone and Torch Club programs
	2. Organization wide and local teen events
	3. Organization wide and local teen field trips
	4. Youth of the Year and Junior Youth of the Year
11. Implement and manage workforce development programs to provide career development opportunities for teens and/or staff and serve as liaison to workforce partners.

**ADDITIONAL RESPONSIBILITIES:**

* Assist other administrative and program personnel as may be required for the purpose of supporting them in the completion of the organization’s work activities.
* Other duties as assigned.

**RELATIONSHIPS:**

**Internal:** Maintains close, daily contact and work jointly with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Has contact with members as needed to discipline, advise, and counsel.

**External:** Maintains contact with external community groups, schools, members' parents and others to assist in and to publicize Clubs.

**SKILLS/KNOWLEDGE REQUIRED:**

* Demonstrated ability in working with young people, parents and community leaders.
* Demonstrated leadership skills.
* A minimum of three years’ work experience in a Boys &Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, with an additional two years’ experience at the Club Director level, or equivalent experience.
* Bachelor's degree from an accredited college or university, or equivalent experience.
* Thorough knowledge of recreation and youth development theory.
* Demonstrated ability in working with teens.
* Demonstrated ability in supervision, facilities management, and recruitment and retention of teens.
* Excellent human relations, communication skills, both verbal and written.
* Ability to recruit, train, supervise, and motivate staff.
* Ability to deal effectively with members including discipline problems.
* Working knowledge of budget preparation, control, and management.
* Have intermediate knowledge of Microsoft Word, Outlook and the Internet.
* Ability to collaborate with other community-based teen organizations and social service agencies.
* Knowledge of programs and resources available to create a well-rounded teen program

and the ability to establish positive peer working relationships.

* Ability to organize teen outreach events, including high school recruitment presentations.
* Capability to communicate the goals and objectives of the Club’s teen initiative.
* Mandatory CPR and First Aid, Youth Mental Health First Aid certifications.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

* Must be able to lift items as heavy as 25 pounds.
* Must be able to drive vehicle.
* Must be able to travel, work weekends and evenings.
* Must be able to work in a fast-paced environment.

Equal Employer Opportunity (EEO) statement: BGCSEVA is committed to the principles and ideals of equal employment opportunity. It is, and shall continue to be, the policy and practice throughout BGCSEVA to foster equal employment opportunity and non-discrimination for applicants, employees, and volunteers without regard to race, color, sex, religion, national origin, age, marital status, disability status, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions including lactation, status as a veteran, or other protected status, if qualified to perform the essential functions of the job with or without reasonable accommodation

**If interested in applying, please send your resume to** **info@bcgseva.org** **with the subject “Teen Services Director” no later than 2/28/24.**