



TITLE: Teen Coordinator

SALARY: \$31,000 - \$34,000

SALARY GRADE: 5

PERFORMANCE PROFILE SOURCE: Management Professional

DEPARTMENT: Programs

REPORTS TO: Branch Director

Exempt

Non-Exempt

PRIMARY FUNCTION:

Is responsible for implementation, development, organization, supervision and evaluation of programs for teens between the ages of 13-18. Works collaboratively with Branch Managers, Youth Development Supervisors.

KEY ROLES (Essential Job Responsibilities):

Leadership

1. Contributes to the development of the overall development goals and manages the implementation as it relates to the Teen Service areas.
2. Provide leadership and direction to ensure the effective operation and delivery of programs within the Club and community:
 - Support the organization's mission and principles;
 - Ensure an environment that facilitates the achievement of youth development outcomes;
 - Ensure programs, services and activities that support youth development outcomes;
 - Ensure establishment of and adherence to policies and procedures.

Resource Management

3. Develop and manages the budget and financial resources in the areas of recommendations for expenditures; control of expenditures against the budget and ensure the maintenance of financial records as it relates to the Teen Center.
4. Recruit, select and manage staff. Establish performance goals that are consistent with organizational goals.
5. Develops a preventative maintenance plan to ensure a healthy and safe environment.
6. Recruit, manage and provide career development opportunities for branch staff and volunteers. Conduct regular staff meetings.

Program and Service Management

7. Ensure program planning, development, implementation and evaluation. Evaluating a diverse program curriculum.
8. Programs to include the five core service areas with special interest in education & career development and leadership development.
9. Provide statistical information on youth service establishing outcome measurement criteria for programs provided.

Partnership Development

10. Collaborate with parents, community leaders and other agencies to develop and provide service to Teens.

Marketing and Public Relations

11. Maintain good public relations and increase visibility of Club programs, services and activities.

