



Position: Clubhouse Director – Teen Workforce and Leadership Center (Full-Time)

Supervisor: Director of Operations

Department: Core Staff

Hours: Monday-Friday, 12-8 p.m. (some early/late hours, weekends required)

(These hours are subject to change due to unforeseeable factors or regulations that may arise throughout the summer.)

Salary/Rate: \$45,000-\$50,000 per year

Location: The Club Director will lead the Hill Clubhouse, Workforce and Leadership Teen Center, and lead building programs and agency wide teen programming throughout all Boys & Girls Club of Lancaster Clubhouses.

General Function: The Clubhouse Director is responsible for overseeing the planning, development, implementation, and evaluation of a broad range of programs for youth between the ages of 12-18. Program areas will include Character & Leadership Development, Education & Career Development, Health & Life Skills, Sports & Recreation, and the Arts. The Teen Director will recruit teen members, provide leadership and supervision to program staff and volunteers, and build a professional and positive of the Boys & Girls Club of Lancaster in the community.

Expectations:

Teen Services

- Develop and implement a short and long-term plan to expand the Club’s Teen Services beyond the walls of the Club. Identify opportunities to engage and serve more teens in our community and include all resources necessary for growth.
- Develop and implement programs and activities within the following core program areas: Education & Career Development, Health & Wellness, The Arts, Sports, Fitness & Recreation, and Character & Leadership. This involves collaborating with the Club’s Program Directors to deliver unique opportunities within these program areas that are exclusive for teens. Programming should also include community service opportunities.
- Implement regularly scheduled teen nights and other special events that promote team-building and positive peer relationships.
- Collaborate with community resources, teachers and other school officials to develop fun, engaging learning opportunities that complement what the teens are learning in school and assist older teens in developing a written plan of their life goals after high school.
- Plan and implement a multifaceted teen workforce program for young adults to learn job readiness skills that will further prepare them for work within the Club or with another organization.
- Create and maintain a chartered and active BGCA Keystone Club involving at least 15 youth ages 14-18, that promotes leadership and community service.



- Implement Youth of the Month program for all teens and conduct a judging process to select a Club Youth of the Year for submission annually.
- Compile resources, information, and data, to address current and future trends impacting teens.

Youth Development

- Engage Club members with a high level of enthusiasm and energy
- Inspire students to make good choices about their educational, personal, physical, social, and emotional needs
- Promote and motivate participation in activities
- Be a responsible and positive adult role model
- Provide recognition to students through positive validations and affirmation on a regular basis
- Help students stay on-task and focused on the lesson

Staff Supervision

- Recruit, train, and manage program staff, interns, and volunteers
- Create an atmosphere of growth and cooperation
- Maintain clear, accurate communication about schedules and expectations
- Ensure that professional ethics and rules of conduct are followed
- Conduct program observations that are objective and consistent
- Provide constructive, meaningful feedback to staff
- Hold weekly staff meetings with opportunities for professional development
- Fill in for staff during shortages to minimize interruption of scheduled programs

Reporting

- Prepare regular statistical and narrative reports reflecting activities, attendance, and participation; conduct ongoing program assessment and evaluation
- Observe procedures for recording and reporting incidents and suspected child abuse
- Ensure that Clubhouse membership mirrors the number of children in the neighborhood
- Operate the Clubhouse within the approved budget restrictions

Clubhouse Safety

- Protect the health and safety of youth, families, and personnel
- Ensure proper use, maintenance and safeguarding of facilities, equipment, and property
- Set clear boundaries for Club members by enforcing Club rules and policies
- Maintain a clean, organized, and safe work environment
- Maintain licensing compliance

Professionalism

- Plan and adhere to the Clubhouse schedule
- Accurately track program attendance and outcomes
- Complete assigned tasks on time with minimal supervision



- Attend and make a positive contribution to team meetings and staff trainings
- Maintain smooth flow of communication with other staff and volunteers

COVID-19 Safety

- Follow all BGCL COVID-19 safety guidelines
- Hold youth, staff, and visitors accountable to BGCL COVID-19 safety guidelines
- Undergo daily wellness screening with health questionnaire and temperature checks
- Wear a mask when indoors or within 6-feet of others
- Only facilitate BGCL-approved COVID-19 activities (some recreational or supply-sharing activities may be off-limits due to safety precautions)

Qualifications:

- Four-year degree from an accredited college or university preferred (an equivalent combination of education/experience may be substituted on a year-for-year basis)
- Minimum 3 years of experience in youth development or education
- Minimum 2 years of experience in supervising professionals
- Valid Driver's License
- Familiarity with the diverse population that the Boys & Girls Club of Lancaster serves

Skills:

- Ability to adjust to a fast pace of work, think on your feet, and use common sense
- Ability to relate to and motivate teens
- Ability to resolve conflict and manage behavior
- Ability to communicate effectively with families, staff, volunteers, and Club supporters
- Understanding of budget preparation, control, and management

Physical Requirements/Work Environment:

- Ability to stand for long periods of time
- Ability to watch and listen to youth activities
- Ability to move easily across a variety of indoor and outdoor surfaces
- Ability to bend and lift a minimum 25 pounds

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this 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. Other duties assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.



BOYS & GIRLS CLUB
OF LANCASTER

Employee Name (printed): _____

Employee Signature: _____

Date: _____

Date Reviewed with Supervisor: _____

Employee Initials: _____ Supervisor Initials: _____