



**BOYS & GIRLS CLUBS**  
OF BENTON AND FRANKLIN  
COUNTIES

# TEEN COORDINATOR

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## SUPERVISOR

Kennewick Club  
House Director

## STATUS

Full time, hourly

## STARTING SALARY RANGE

\$22.36-\$28.53 hourly  
46,508-60,403  
annually  
DOQ/DOE with  
Benefits

## ORGANIZATION DESCRIPTION

The Boys & Girls Clubs of Benton and Franklin Counties is committed to empowering all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. Consistent with our values of Respect, Integrity, Stewardship, and Passion for Youth; we provide a broad range of programs and activities focused on our priority outcomes of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. Boys & Girls Clubs of Benton and Franklin Counties began in 1995 and now serves over 2200 club members each year at multiple club locations. The Club is currently working with community partners to establish additional club sites in underserved communities.

## POSITION SUMMARY

Under the supervision of the Branch Director, the Teen Coordinator is responsible for creating and implementing a variety of programs in the areas of Academic Success, Healthy Lifestyles, and Good Character and Citizenship. The Teen Coordinator is responsible for coordinating the overall teen program including the following: engaging mentors, meeting grant objectives, arranging program enhancements, engaging community members, and other duties as needed. Must visibly enjoy working with teens and create an environment that is safe and fun while helping them build confidence and skills. The Teen Coordinator fosters positive relationships with children, families, staff, educational community, and community members.

## QUALIFICATIONS

- 21 years of age or older.
- Bachelor's degree preferred but not required.
- Previous experience working with teens required.
- Previous work that involved developing and establishing community partnerships preferred.
- Effective interpersonal skills (including oral and written communication) particularly with seventh through twelfth grade youth. Also must possess the ability to deal effectively with parents, community leaders, educators, administrators, other staff and volunteers.
- Experience in providing leadership and overall problem solving
- Ability to remain poised, positive, and energetic in a busy work environment.

- Ability to plan and manage multiple tasks and to develop solutions to problems with limited supervision.
- Working knowledge of Microsoft Word, Publisher, Excel and PowerPoint.
- Good driving record required.
- Must be able to lift and move objects as heavy as 40 lbs.

## JOB FUNCTIONS

- Works with Branch Director to complete lesson plans and implement programming in our three priority outcome areas.
- Create a program setting that ensures the health and safety of members.
- Plans programs and activities consistent with the organization's Youth Development Strategy.
- Promote and market programs to Teen Club members.
- Contributes to the creation of the Club's overall climate for youth development and success.
- Instill the value of stewardship and work to maintain upkeep of equipment.
- Ensure participation of members in National Boys & Girls Club Programs and local initiatives.
- Ensures planning, implementing, and execution of program enhancements including: teen nights, field trips, guest speakers etc.
- Manage program supplies.
- Help to maintain organization and cleanliness of building.
- Engages mentors and volunteers in teen programming.
- Ensure grant deliverables are met and help with required reporting.
- Organizes activities and events to showcase, recognize, and highlight members.
- Oversee Mustang Staff program.
- Outreach and recruitment for middle school and high school teens.
- Develop and establish community partnerships with local businesses and organizations.
- Administrative duties as assigned.
- Assist in other areas as needed.

## APPLICATION PROCESS

Please submit a cover letter and resume to [heather.robertson@greatclubs.org](mailto:heather.robertson@greatclubs.org).  
Position will close as filled.

*Boys & Girls Clubs of Benton and Franklin Counties is an Equal Opportunity Employer.*

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**GREAT FUTURES START HERE.**