



Member Position / Title: Teen Services Coordinator
Member Immediate Supervisor Name: Fawn Hernandez
Member Immediate Supervisor Title: Vice President of Operations
Days / Hours of Service: Monday through Friday, 9:00- 6:00
Partner Organization Name: Boys & Girls Clubs of Acadiana
Address: 1405 W. Pinhook Rd., Lafayette, LA 70503
Website: www.bgcacadiana.com

Organization/Agency Mission and/or Goals:

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Program Mission and/or Goals:

Our 3 priority outcome areas are academic success, healthy living and lifestyle, and good character and leadership. We ensure a diverse program focus to holistically engage our club members.

Community Need:

In 2020 our teen population grew even with a reduced number of members we were able to serve due to COVID-19. Community leaders in all five parishes we serve are increasingly coming to us needing additional support, guidance, and resources for the teens in their communities. We can increase our service capacity in this demographic significantly by the addition of this AmeriCorps position.

Member Position Summary:

The Teen Services Coordinator will be responsible for the strategic growth and development of the teen services we offer through our 6 clubs. This position will be responsible for the effective delivery of a broad range of activities and programs geared specifically for teens. This will include programming, engagement of local workforce development initiatives, empowering club teenagers to assist in outlining a vision for our organization wide teen programs, and connecting our teenagers with local resources. Our Board of Directors has included building a teen center in our 3- year strategic plan. This position is the first step in that process to intentionally build out an internal program that is actively serving the teens in our clubs.

Member Impact:

This position will bring to the forefront teen voices and needs. The impact of this position will be:

- Increased sustained teen attendance and participation in our programs
- Increased number of teens connected directly with workforce initiatives and completing workforce readiness task such as resume writing, community service, mock interviews, and career exploration.
- A built out “Youth of the Year” monthly programmatic framework that can be utilized and replicated year after year that efficiently utilize staff time while building a robust leadership and recognition program for our teens.

- Establishing critical partnerships in each of our communities that will have a long lasting impact on current and future teen club members.

Essential Functions of Position:

- Plans, develops, and implements special programs designed to engage youth in grades 6 - 12, including use of local and national curriculum in coordination with the Program Coordinator. This will include building out a robust “Youth of the Year” program organization wide as well as providing a sustainable framework for continuous positive outcomes from our club member leadership clubs (“Torch Club” and “Keystone Club”).
- Engage and develop a workforce development initiative with parish workforce development programs
- In collaboration with club directors, establish a recruitment and retention plan to ensure ongoing teen engagement within the clubs.
- Work with club staff to provide employment, health, life skills and training opportunities to Club teens using needs-based and interest-based programs.
- Identify and implement ways to incentivize and recognition positive teen participation and accomplishments.
- Compile state-of-the-art teen resources, information and data to address current and future trends affecting teens.
- Organize and execute a teen panel 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.
- Serve as a positive adult role model at all Club, local and national events.
- Serve as a liaison with Boys & Girls Clubs of Acadiana Teen Services to maximize resources available for service to teens.
- Collaborate regularly with other club organizations to enhance teen programming.
- Arrange Community Interaction and opportunities for teen club members as applicable.
- Other relevant duties as assigned

Required Knowledge, Skills, and Abilities:

- Knowledge of trends in education, career exploration and educational planning a plus.
- Must exhibit excellent interpersonal and organizational skills with attention to detail.
- Strong communication skills, both oral and written
- MS Office and web competency required.
- Ability to work with youth, co-workers and community members from a variety of backgrounds.
- Ability to work independently and as part of a team.
- Occasional flexibility in work hours if an event or program requires such.
- This position requires sitting, standing, walking, and possibly lifting up to 25 pounds occasionally.

Required Academic and Experience Qualifications:

- BA/BS in related field required.
- Direct experience developing and delivering educational programs for teens; experience in out-of-school-time settings preferred.

Required Transportation Needs:

- Position requires driver's license and transportation to get to and from office to Clubs and events.