



**BOYS & GIRLS CLUB
OF ALLENTOWN**

Teen Coordinator – Boys & Girls Club of Allentown

Full-Time | Exempt

Salary: \$40,000-\$45,000/year

Reports to: Director of Programs & Operations

Position Summary

Responsible for teen recruitment, coordinating and implementing cohesive teen programs and activities across all BGCA sites, and developing local resources for Club teens, ages 13-18. The Teen Coordinator directs overall operation of a broad range of programs for teen members (such as Education, Social Recreation, Arts & Crafts, Career Exploration/Workforce Readiness, and Physical Education) with the primary concern for the program of activities. Plans, develops, implements, coordinates and supervises programs and program staff, and performs related administrative duties. Markets BGCA as destination for high-quality teen programming and establishes community relations to support the Club.

Qualifications

- Two-year degree from an accredited college, or equivalent experience.
- 2–3 years of youth development experience; supervisory experience strongly preferred.
- Strong communication, leadership, and organizational skills.
- Bilingual (Spanish and English) preferred
- Ability to build relationships and work effectively with youth, families, and community partners.
- Commitment to equity, inclusion, and trauma-informed youth development.
- CPR/First Aid certification (or willingness to obtain).
- Ability to work weekday afternoons/evenings and occasional weekends.
- Current drivers license and willingness to drive between BGCA Clubhouses

Key Responsibilities

Clubhouse Leadership & Culture

- Create and maintain a positive Clubhouse climate rooted in safety, belonging, and respect.
- Model strong youth development practices and ensure all staff consistently do the same.

- Foster open, collaborative dialogue with members to design and deliver programs that reflect their needs and interests.
- Encourage youth voice, leadership, and active participation across all program areas.
- Recognize and celebrate member achievements and positive behavior.

Program Management

- Oversee the delivery of high-quality Teen programs aligned with organizational goals, BGCA standards, and grant requirements across all Clubhouse sites.
- Plan, implement, and evaluate programs that support academic success, enrichment, recreation, and leadership development.
- Ensure daily schedules promote member engagement and balanced participation across program areas.
- Obtain and incorporate regular member feedback to guide program design, implementation, and continuous improvement.
- Support and implement special initiatives, including STEM, athletics, nutrition, arts, career exploration, financial literacy, and leadership development.
- Collaborate with the Director of Programs & Operations on program implementation, evaluation, and continuous improvement.
- Ensure programs are inclusive and responsive to BGCA's diverse membership.

Staff Supervision & Development

- Assist with recruiting, onboarding, supervising, and evaluating Youth Development Professionals (YDPs), interns, VISTAs, and volunteers.
- Conduct weekly check-ins with direct reports, individually or in group settings, to set goals, provide guidance, and ensure accountability.
- Ensure all staff adhere to youth development principles, safety requirements, and organizational compliance standards.
- Support Clubhouse Unit Directors in developing and maintaining effective staff schedules to ensure proper supervision and coverage in all program spaces.
- Maintain consistent communication with professional and volunteer staff to share information, clarify expectations, and address concerns.

Safety & Compliance

- Maintain all safety and compliance standards, including mandated reporting, emergency procedures, and routine facility inspections.
- Ensure program spaces are safe, clean, and presentable.
- Enforce organizational policies and procedures at all times.
- Address behavioral concerns using restorative and developmentally appropriate discipline practices.
- Ensure accurate tracking of attendance, incident reports, and meal counts.

- Maintain equipment and supplies in safe working condition with proper storage and inventory procedures.

Family, School & Community Engagement

- Build and maintain positive relationships with members' parents and guardians.
- Communicate regularly with school partners, counselors, and teachers regarding member needs, progress, and support strategies.
- Maintain contact with community organizations and external partners to support youth needs and assist in problem resolution.
- Seek and leverage community resources to enhance programming and member experiences.
- Represent the Club at community events, partner meetings, and outreach activities.
- Support outreach efforts to increase membership and promote consistent daily attendance.

Administrative & Operational Duties

- Manage Clubhouse program budgets in partnership with the Director of Programs & Operations.
- Track and report program outcomes, participation data, meals served, and all required metrics accurately and on time.
- Maintain accurate program records, documentation, and reports.
- Proactively report any facility maintenance, cleanliness, and repair needs.
- Order, maintain, and properly store program equipment and supplies.
- Support fundraising events, donor visits, and organizational initiatives as needed.

ENVIRONMENTAL AND WORKING CONDITIONS

(As required by the Americans with Disabilities Act)

- Work is primarily performed in indoor environments, with occasional outdoor activities.
- The position requires standing and walking for extended periods while supervising youth.
- May require lifting and carrying up to 25 pounds, with or without reasonable accommodation.
- Work involves supervising youth in active environments with moderate noise and movement.

PHYSICAL AND MENTAL REQUIREMENTS

(As required by the Americans with Disabilities Act)

- Ability to observe, supervise, and ensure the safety of youth, with or without reasonable accommodation.
- Ability to maintain appropriate supervision ratios and sustained focus.
- Ability to communicate effectively and respond appropriately in emergency situations.
- Ability to follow safety procedures, organizational policies, and reporting requirements.

- Ability to demonstrate emotional stamina and professionalism when managing youth behavior.

ADA ACCOMODATION STATEMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of this position.

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.