



**BOYS & GIRLS CLUB  
OF GREATER NASHUA**

**POSITION TITLE:** Behavior Intervention and Prevention Services Coordinator

**DEPARTMENT:** This role supports both Project Succeed (alternative suspension program for middle & high school students), and Camp Mariposa (year-round addiction prevention and mentoring program for youth affected by the substance misuse of a family member).

**REPORTS TO:** Director of Behavior Intervention and Family Support, with oversight from the Director of Youth Programming

**TYPE OF EMPLOYMENT:** Hourly, Full-Time: \$21.00/Hour

**COMPANY DESCRIPTION:**

The Boys & Girls Club of Greater Nashua, Inc. is a youth development organization that serves children aged six-weeks to eighteen-years old. Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We deliver on this mission by providing a safe and fun place for children to grow, by offering engaging programs focused on academics, health, and leadership, and by connecting the youth we serve with caring mentors and role models.

**PRIMARY FUNCTION OF THIS ROLE:**

The primary responsibility of this role from the hours of 8:30am to 2:00pm is to support Project Succeed's Academic Support Professionals (i.e., Lead Teachers) in the management of their classrooms. This role will support students in accessing and comprehending the academic assignments assigned by their teachers and offer mentorship support as determined by the students' needs. This role will also, as needed, assist the Director of Behavior Intervention and Family Support with addressing any behavior disturbances while helping students adopt more constructive approaches to conflict resolution. Relationship building is crucial for success in this role as many of the students tutored are in need of emotional support and confidence building. Applicants will help maintain a safe and welcoming environment for all students. From 2:00 to 5:30pm, this role will help the Director of Camp Mariposa and the Sr. Director of Club Operations with the preparation and coordination activities necessary to ensure all youth prevention programming and family support activities are successful. This role will also assist with measuring outcomes and documenting / reporting progress against program deliverables. Note: one-hour break provided for lunch each day.

**KEY ROLES (Essential Job Responsibilities):**

As a Behavior Intervention and Prevention Services Coordinator, you will:

- Facilitate learning, growth, and advancement of at-risk youth.
- Serve as a role model.
- Help students to recognize support services that are available and encourage them to use them.
- Recognize the relationship between social-emotional learning and academic performance and demonstrate a "whole child" approach to youth development.
- Foster a professional and welcoming environment by modeling respect for students' diverse cultures, language skills, and experiences.

- Motivate students to recognize that they have the ability to be academically, socially, and emotionally successful.
- Provide floating support for both the Middle School and High School classrooms: assist the Academic Support Professionals in the management of their classrooms and the delivery of select social recreation activities.
- Help with the purchase and preparation of all supplies required for the monthly prevention camps and family support activities.
- Manage the measurement, tracking and reporting of program outcomes for the Club's prevention programming and services.
- Engage with community partners to identify children and families who have been adversely affected by the drug use of a family member and recommend support services available and assisting with enrollment of referred families/campers.
- Participate in all required training offered by the Club (e.g., Management of Aggressive Behaviors Training (MOAB), Trauma Informed Care Training, Mandatory Report Training, etc.)

**REQUIRED:**

- Bachelor's degree in related area.
- Prior experience delivering Youth Development Programming.
- Excellent oral and written communication skills.
- Must pass a background check.
- At least 21 years old

**SCHEDULE:**

- School Year: Monday through Friday, 8:30 AM to 5:30 PM. One-hour lunch break incorporated into daily schedule.
- Summer: Same daily schedule but will support Teen Summer Programming in place of Project Succeed hours (Project Succeed occurs during school-year only).

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- This position is located at One Positive Place, Nashua, NH. Remote work is not available for this position. Ability to lift 25 lbs.

**BENEFITS:**

- Club pays 80% of Health, Dental, and Vision insurance. Life Insurance, and both Short and Long-term disability provided at no cost to employee. A percentage of pay also put into pension fund on behalf of employee; employee match is not required.

**DISCLAIMER:**

- The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. All employees of the Boys & Girls Clubs of Greater Nashua are employees at will.
- The Boys & Girls Clubs of Greater Nashua is an Equal Opportunity and Affirmative Action Employer

**For more information about this role, please contact Craig Fitzgerald at [cfitzgerald@bgcn.com](mailto:cfitzgerald@bgcn.com)**