



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Social Emotional Coordinator

DEPARTMENT: Social Emotional Wellness

REPORTS TO: Director of Social Emotional Wellness

TYPE OF EMPLOYMENT: Full-time

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 kids we serve with caring mentors and role models.

PRIMARY FUNCTION OF THIS ROLE:

The Social Emotional Coordinator is responsible for working with adolescents to provide one on one counseling services, behavior support, and small group facilitation. Counseling services will include setting treatment goals, diagnosing clients, conduct referrals when appropriate, implement screening tools, running small groups, providing brief intervention, and proper documentation. In addition, this individual will provide behavior support for Club members and to support staff as needed. Behavior support will include de-escalation, reintegrate into programs, documentation, and parent follow up as needed. Lastly, this individual will facilitate small groups. Small group facilitation will include program preparation to included session outlines, pre and post – test, outcome deliverables, and participation tracking.

KEY ROLES (Essential Job Responsibilities):

- Provides psychotherapy sessions to Club members.
 - Provides clients with education on coping skills, boundaries, and other therapeutic goals.
- As a Boys & Girls Club Social Emotional Coordinator, your responsibilities include:
- Provides small group social emotional learning opportunities to Club members.
 - Refers clients to additional community resources when necessary.
 - Follows all guidelines, regulations, standards, and policies set by the Boys & Girls Club of Greater Nashua and New Hampshire Board of Professional Practice.
 - Ensure paperwork, tracking, and reporting are completed in a timely manner.
 - Collaborate with community partners as needed.
 - Provides written documentation of program implementation and evaluation.
 - Tracks member participation in assigned program areas and documents results and progress of members.
 - Encourages emotional, social, and educational growth of individual members.
 - Provides Club members with de-escalation, as well as help reintegrate them in programs.

- Support/educate Boys & Girls Club staff on Social Emotional Wellness best practices to better support all Club members.
- Provide a safe environment for all Club members, staff, and families.

REQUIRED:

- Master's degree in Clinical Mental Health Counseling, Social Work, or a similar field required.
 - Master's-level, New Hampshire License-eligible Clinical Mental Health Counselor or Social Worker required.
- 1-2 years of relevant professional experience preferred.
- Excellent oral and written communication skills; including the ability to speak and write effectively.
- Proven ability to handle confidential information.
- Compassion for and a desire to work with individuals and their families who are seeking mental health services.
- Ability to maintain cooperative working relationships with other departments and organizations.
- Must pass a background check.
- Ability to multitask and prioritize work tasks/projects as needed.
- Flexibility, creativity, and love for people; commitment to recognizing, understanding, celebrating, and utilizing differences in a multicultural community.

COMPENSATION:

\$55,000 – \$60,000; Dependent on experience.

DISCLAIMER:

The Boys & Girls Clubs of Greater Nashua is an Equal Opportunity and Affirmative Action Employer

JOB TYPE:

Full-time

SCHEDULE:

The Social Emotional Coordinator's schedule during the school year is 10:00 AM – 7:00 PM and 8:30 AM – 5:30 PM during school vacations, occasional days off, and summer break. These hours include a one hour lunch break.

ABILITY TO COMMUTE/RELOCATE:

Nashua, NH 03060: Reliably commute.

For more information about this role, please contact Kaitlyn at kbannister@bgcn.com