



**BOYS & GIRLS CLUB  
OF GREATER NASHUA**

**POSITION TITLE:** Social Emotional Wellness 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 Wellness Coordinator is responsible for working with adolescents to provide behavior support and small group facilitation. 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, behavior plan implementation and follow through, 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):**

As a Boys & Girls Club Social Emotional Wellness Coordinator, your responsibilities include:

- Provides Club members with education on coping skills, boundaries, and other goals.
- Provides small group social emotional learning opportunities to Club members.
- Refers Club members to additional community resources when necessary.
- 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:**

- Bachelor's Degree in Psychology, Social Work, or a similar field 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:**

\$47,000-\$55,000; 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 Wellness Coordinator's schedule during the school year is 11:00 AM – 8:00 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](mailto:kbannister@bgcn.com)**