



**BOYS & GIRLS CLUB
OF GREATER NASHUA**

POSITION TITLE: Teen Activities Coordinator

DEPARTMENT: Teen Services

REPORTS TO: Director, Teen Services

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, leadership, and by connecting the kids we serve with caring mentors and role models.

PRIMARY FUNCTION OF THIS ROLE:

Our Club is seeking an enthusiastic, hard-working leader who is passionate about impacting the lives of youth to serve as the Teen Activities Coordinator. The Teen Activities Coordinator is responsible for the planning, development, and implementation of programs within the areas of recreation, academics and career readiness, and leadership development for Club members in grades 6-12.

KEY ROLES (Essential Job Responsibilities):

As a Boys & Girls Club Teen Activities Coordinator, your responsibilities include:

- Plan, implement, and coordinate a range of recreational, academic, and leadership activities for members that are fun, intentional, and outcome driven
- Create a seasonal calendar of activities and programs
- Develop, track, and assess programming to meet member interest and organizational goals
- Maintain all spaces, materials and supplies
- Be a role model and foster a fun, positive, safe, and inclusive environment
- Assist in the general operation of Boys & Girls Club of Greater Nashua, including providing customer service to parents, members, volunteers, and community members
- Work collaboratively and effectively with team to reach program area and organizational goals

REQUIRED:

- Commitment to the organization's mission to enable all young people – especially those who need us most – to reach their full potential as productive, caring, responsible citizens
- At least one year of experience working with school-age children
- Team player with excellent oral and written communication skills
- Ability to work with youth and families from a variety of backgrounds
- Be service-oriented with the ability to pay attention to details in a fast-paced environment
- Must pass a background check

SCHEDULE:

School Year: 15 – 25 hours/week. We provide afterschool services from 2:30-8pm; exact days and hours to be agreed upon during the interview process based on availability.

If the candidate is available during Summer, School Vacation, and Select Holidays, the possibility exists for full-time hours of 8:30 AM-5:30 PM during those time periods, or we will look to align on part-time hours that best suit the candidate's schedule and the needs of the Club.

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.

COMPENSATION AND BENEFITS:

Competitive compensation based on experience. Competitive vacation policy.

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.

To apply: Send resume to Ashley Fudala at afudala@bgcn.com