

GREAT FUTURES START [HERE](#).



Youth Service Manager

Mission: “To inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens through dedicated staff and innovative programs, provided in a safe environment.”

Overview

The Youth Service Manager (YSM) is responsible for general, day-to-day counseling services and support services at BGCGL. The YSM will work with Club members between the ages of 8-18.

Specific Responsibilities

- Coordinate OJP mentoring program
- Provide counseling services to Club members
- Float during program hours and develop positive relationships with Club members
- Maintaining a safe and secure environment for youth, themselves and other staff
- Provide crisis counseling/intervention to Club members
- Consult with staff members about service plans/OJP paperwork
- Facilitate “Open Circle” discussion group once weekly
- Make Club members aware of Youth Service managers availability for one on one sessions
- Facilitate prevention programs twice a week
- Portray a positive and empowering demeanor so to ensure high comfort level for Club members to approach counselor when needed
- Facilitate “Youth Services meeting” and provide input and feedback on ways to approach Club members in need of support
- Complete Outreach to promote BGCGL
- Exhibit positive behaviors to serve as a role model for Club members
- Follow-through and complete each assignment in a timely manner
- Continued knowledge and awareness of potential resources for Club members
- Report on services provided on a monthly basis for grant reporting purposes
- Participate in trainings provided to staff (i.e. Narrative Therapy, Motivational interviewing, and Social-Emotional Learning training)
- Participate in weekly staff meetings
- Coordinate monthly in-services training for staff members
- Complete required paperwork and reporting
- Knowledge of Community resources helpful
- Provide staff coverage as needed
- Performs other related duties assigned by Director of Operations

Qualifications

- Master's degree in Social Work or related field preferred
- Bilingual preferred
- Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with Club members, staff, and support agencies
- Must support Club Values: Commitment, Excellence, Fun, Integrity, Teamwork
- Organizational Skills/Communication Skills
- Ability to build relationships
- Sense of Humor/ Team Player
- Experience working with teens preferred
- Valid driver's license and a reliable vehicle is a must

Preferred Licenses or certifications:

- LMSW
- LPC
- LMHC
- LCSW

Job Type: Full-time

Salary: \$45,000.00 to \$50,000.00 /year

Work Location:

- One location

Benefits:

- Health insurance
- Dental insurance

To apply: Submit resume and cover letter to JuanCarlos Rivera, Director of Operations, jcrivera@lbgc.org.

The Boys & Girls Club of Greater Lowell is an equal opportunity employer.