



Youth Services Manager

Reports to: Youth Development Director

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$58,000 to 65,000/year

Job Type: Full time

Overview/Position Summary

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

Responsibilities/Skills and experience relevant to this position

- 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 as to ensure a 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
- Exhibit positive behaviors to serve as a role model for Club members
- Continued knowledge and awareness of potential resources for Club members
- Report on services provided on a monthly basis for grant reporting purposes
- Participate in training provided to staff (i.e. Narrative Therapy, Motivational interviewing, and Social-Emotional Learning training, etc)
- Participate in weekly staff meetings
- Coordinate monthly in-services training for staff members
- Complete required paperwork and reporting
- Provide staff coverage as needed
- Performs other related duties assigned by Director of Operations

Qualifications

- Master's degree in Social Work
- Licenses or certifications: LMSW, LPC, LMHC, LCSW
- 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

Benefits:

- Medical, STD/LTD, Life Insurance, Training, etc. – for a full list of benefits, please see our website.
- Flexible work schedule and work (9:00pm to 5:00pm, 10:00pm to 6:00pm, 12:00pm to 8:00pm) *At least two nights a week 12-8.*
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

Please submit your cover letter and resume to the Youth Development Director, Shirley Pimentel at shirley.pimentel@lbgc.org

Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews on 9/24/21
- We would like to have selected the candidate by 10/8/21

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

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 offers of employment are contingent on results of a reference and background check.