



Teen College & Career Center Lead

Reports to: Pathways Manager

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$16.50 - \$17.50 per hour, based on experience

Job Type: Part Time, M-F 2:00-7:00 or 3:00-8:00 Summer: 9:00-5:00 or 12:00 to 8:00 (Only on Tuesday, Wednesday, Thursday are Teen Nights)

Overview/Position Summary

The Teen Lead will provide assistance in overseeing Club members in our after school teen programs and will lead engaging academic, enrichment, and recreation activities with groups of up to 20 Club members. Program Leaders will provide opportunities for students to develop & strengthen academic and social skills.

Responsibilities/Skills and experience relevant to this position:

- Excellent written and communication skills
- Proficient computer skills along with ability to learn and utilize multiple platforms
- Attention to detail, willing to learn and have strong organizational skills
- Interest in working with multicultural teams with diverse constituencies
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Encourage and sign up Club members for programs and activities
- Provide homework and academic support for program participants
- Facilitate and plan academic skill-building activities based on members skill level
- Create, plan, and facilitate engaging enrichment activities for club members.
- Support members in developing the skills they need to be successful in school and life
- Actively supervise and ensure student safety at all times
- Model positive and proactive attitudes, behaviors, and language
- Communicate regularly with the director to ensure consistency
- Maintain accurate attendance records and reporting procedures
- Attend all training and staff meetings
- Participate in and evaluate the effectiveness of activities and events
- Implement guidance and discipline technique
- Participate in cleaning and maintaining the facilities and equipment
- Develop relationships with parents, educators, and club members
- Interact professionally and appropriately with parents, teachers and Club staff
- Submit monthly reports to the Pathways Manager highlighting goals reached and outcomes that have been attained
- Work as a team with other staff to ensure the daily running of the Club, including supervising Club members, programs, and maintaining facilities as needed
- Update and build curriculum in BGCA.net
 - Diplomas 2 Degrees, Career Launch, Power Hour, SMART Girls, Passport to Manhood, etc.
- Perform related duties as assigned

Qualifications:

- Must support Club values
- Education: High school diploma or higher education required
- Age requirement: 21+ with Valid Driver's License
- Authorized to work in the U.S.
- Bilingual/Bicultural Preferred

Benefits:

- 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 resume to Na Lam, Pathways Manager at nlam@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 February 11th.
- We would like to have selected the candidate by February 25th.

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.