



Pathways Coordinator

Reports to: Pathways Coordinator

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$20.50-\$21.50 (based on experience)

Job Type: Hourly, Non-exempt, 40 hours per week

Overview/Position Summary

The Pathways Coordinator supports the Pathways Manager in creating a safe, engaging, and inclusive environment for teens ages 13–19. This position helps ensure that programs are high-quality, consistent, and aligned with the Boys & Girls Club's three priority outcomes: Academic Success, Healthy Lifestyles, and Good Character & Citizenship. The Coordinator works alongside the Manager to support daily program operations, staff supervision, and member engagement. This includes helping to plan and implement a structured teen schedule, ensuring programs start on time, assisting with staff coverage, and maintaining positive relationships with members, families, and partners.

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.
- Support the Pathways Manager in overseeing the day-to-day operation of the Teen Center, ensuring programs are engaging, consistent, and aligned with Club goals.
- Assist with staff supervision by modeling positive behavior, helping to provide direction, and ensuring staff are following program schedules and Club policies.
- Facilitate and support a variety of programs that promote leadership, workforce readiness, community service, and social-emotional development.
- Help plan and implement special events, field trips, and enrichment opportunities that expose members to new experiences and career pathways.
- Maintain attendance, program documentation, and communication with the Pathways Manager regarding youth participation and behavior.
- Support efforts to strengthen Club culture, promote inclusion, and celebrate the diversity of members.
- Ensure program areas are clean, safe, and welcoming for all members.
- Build positive, supportive relationships with teens and help reinforce Club values and expectations.

Qualifications

- Ability to manage and supervise members age 8 to 18 in a safe environment
- Ability to work in an environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Must support Club values
- Education: GED, High school diploma or higher education required
- Age requirement: 21+ with MA or NH driver's license and good standing driving record
- Authorized to work in the U.S.
- Bilingual/Bicultural mandatory
- Ability to lift 50 lbs, ability to use stairs, write clearly, speak clearly & hear spoken words
- Experience working with youth or teens in an educational, recreation, or youth development setting.
- Strong communication and teamwork skills; able to lead by example and motivate others.
- Dependable, flexible, and able to work in a fast-paced environment.

Benefits:

- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence
- Paid time off, training
- Interaction with a positive, community minded team, along with amazing young people
- Work schedule – 10:00 to 6:00 pm, 11:00-7:00 pm or 12:00 to 8:00 pm

How to respond

- Please submit your resume to Shirley Pimentel 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 interviews.
- We would like to have selected the candidate by December 1, 2025.

GREAT FUTURES START [HERE](#).



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.