



JOB TITLE: Teen Unit director

JOB CLASS: DOE

**JOB SUMMARY:** Will report to the Boys& Girls Club Director. Will work with youth ages 12-18. Will be responsible for implementing programming for the Boys and Girls Club Teen Unit. The coordinator should possess skills in three essential areas; implementing activities for youth and related components; leading and+/or implementing Boys & Girls Club programming; and completing administrative tasks.

***Major Duties and Responsibilities:***

1. Develop, implement and coordinate all components of assigned programming such as the Keystone Program.
2. Recruit Participants.
3. Prepare periodic program reports; manage attendance and program database.
4. Evaluate prevention programs on a continual basis. Respond to staff and member needs and address their gender and cultural diversity.
5. Develop positive relationships with members.
6. Facilitate discussion groups with club member's parents, and other community members.
7. At all times, act as a role model for youth and other staff, including modeling healthy lifestyle behavior.
8. Follow discipline procedures to keep club safe and positive.
9. At all times, ensure club is clean, safe and fun.
10. Follow all requirements for purchasing, personnel general operations, etc. established by the Boys and girls Club administration.

**Additional Responsibilities-**

1. Attend required trainings.
2. Attend and work special club events and fundraisers.
3. May be assigned other duties as requested by supervisor.

**Relationships:**

**Internal:** Retain positive and professional relationships with supervisor, co-workers, and administration.

**External:** Maintain positive relationships with club members, parents, and all collaborative partners.

**Skills/Knowledge/Qualifications Required:**

Advanced knowledge of Procedures of position; general knowledge such as demonstrated by completion of an associate's degree, a successful completion of two years of post-secondary education or training, or equivalent of five years or more of job related experience.

A preferred minimum of 3 years experience working with youth

Management abilities: leadership skills and an understanding of group dynamics

Knowledge of youth development

Computer skills

Ability to relate to children and to maintain good relationships with parents and the community

Strong communication skills, both verbal and written

Demonstrated ability to organize, direct and coordinate activities and programs for youth

Valid driver's license

Must pass pre-employment background check

Must pass pre-employment drug test

Submit the LBST application and resume to:

Huma Resources Department

Lower Brule Sioux Tribe

187 Oyate Circle

Lower Brule, SD 57548

Opening Date: 10/10/23

Closing Date: 11/10/23