BOYS & GIRLS CLUBS
OF THE NORTHLAND

POSITION DESCRIPTION

TITLE: **Teen Climate Coordinator**

REPORTS TO: Branch Director

☐ Exempt **X Non-Exempt**

Primary Focus: Teen Members (6th – 12th grade)
Secondary Support: Staff coaching + occasional support with younger members when escalation/relationship continuity is needed.

Position Summary

The Teen Climate Coordinator leads the Teen Center and supports the emotional, social, and behavioral wellbeing of teen members (grades 6-12). This role ensures that the Teen Center is a safe, welcoming, identity-affirming environment where young people build relationships, learn SEL skills, and grow into confident leaders. The Coordinator supports and informally supervises teen program staff, leads teen programming planning and implementation, and coaches staff to use trauma-informed, restorative, and relationship-driven practices.

Key Responsibilities

1. Lead the Teen Center & Teen Program Staff

- Serve as the primary leader for the Teen Center environment, culture, and programming.
- Work with Branch Director to schedule, train, and coach teen program staff and volunteers.
- Model high-quality youth engagement and relationship-building with teens.
- Ensure teen space routines, expectations, and program standards are consistent.

2. Teen Social Emotional Learning & Development

- Integrate SEL into daily routines, leadership clubs, workforce programming, and mentoring.
- Support teens in building self-regulation, conflict resolution, identity development, and communication skills.
- Promote opportunities for voice and choice, leadership, and youth-driven projects.

3. Healing-Centered, Trauma-Informed Club Culture

- Reinforce a culture rooted in safety, trust, empowerment, and belonging.
- Coach staff to apply trauma-informed strategies and de-escalation practices.
- Lead restorative conversations with teens following conflict or relationship rupture.
- Maintain a judgment-free, inclusive space for teens of all backgrounds and identities.

4. Behavioral & Wellbeing Support Systems

- Develop proactive behavioral expectations and staff approaches.
- Support real-time responses to emotional or behavioral escalation.
- Coordinate with schools, parents, and behavioral health partners as needed.
- Document support strategies and track patterns for continuous improvement.

5. Program Quality, Evaluation, & Partnerships

- Plan and implement meaningful, engaging teen programming aligned with Club priorities.
- Track attendance, participation, and engagement trends to improve outcomes.
- Build partnerships with schools, mental health providers, and youth-serving agencies to enhance support.

ADDITIONAL RESPONSIBILITIES:

- May oversee specific programs/activities (Keystone Club, Torch Club, etc.).
- May participate in organizational programs and/or events.
- May be required to drive Club vehicle.
- May consult with parents concerning members and Branch issues.
- Assume other duties as assigned.
- Responsible for guidance and discipline of members in situations beyond the authority of Youth Development Professionals.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of two years working in a Boys & Girls Club or similar organization planning and supervising activities.
- Strong communication skills, both oral and written.
- Group leadership skills.
- Ability to build instant credibility with teens - real, not performative.
- Confidence in guiding staff through reflective coaching and supportive correction.
- Calm, steady, grounded presence - regulates first, responds second**.**
- Rooted in strengths-based, restorative, culturally responsive practice.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be able to sit, stand or walk for extended periods of time.
- Must be able to squat or bend to communicate at youths' level.
- Must be able to lift up to 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facility, on the property and/or on field trips.
- May drive 15 passenger van with Club members in vehicle

DISCLAIMER:
The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____

Incumbent **Date**

Approved by: _____

Supervisor **Date**

Reviewed by: _____

Executive Director **Date**