



**BOYS & GIRLS CLUBS
OF TUCSON**

Teen Coordinator Volunteer Description

Supervisor: Clubhouse Director/Youth Program Director

Objective: Help teen members advance educationally and emotionally by providing ideas and suggestions for teen programming. Oversee and assist with teen activities.

Responsibilities:

- Survey the club's teen members
- Based on survey, recommend and discuss potential projects/activities
- Coordinate teen activities and projects with clubs, members, and vendors
- Solicit feedback from teens to evaluate teen programming
- Communicate in a way that captures attention and respect from teen population
- Establish open and honest communication with teens
- Help persuade teens into trying new activities and stepping out of their comfort zone

Expectations:

- Treat all members, volunteers, parents and staff with respect
- Answer member's questions using personal knowledge and problem-solving skills – ask supervisor for assistance when necessary
- Provide homework help with patience and respect
- Discuss concerns directly with supervisor and/or Clubhouse Director
- Take responsibility for your actions
- Think creatively in order to come up with various activities that interests teen population

Qualifications:

- Knowledgeable of teen interests
- Comfortable working with diverse teen population
- Ability to maintain order of members
- Friendly and open demeanor
- Ability to work as part of a team with other volunteers and staff members
- Patience and understanding of today's teens
- Ability to serve as a role model
- Follow through on time commitments

Driving (Preferred, but not required)

- Must be 25 years and older
- Must have 3 or more years of driving experience
- Must be comfortable driving 15 passenger van with members ages 7-17

Training and Preparation:

Volunteer orientation, club tour, volunteer handbook, and one-on-one meeting with supervisor

Evaluation:

Volunteer self-survey and supervisor survey. Volunteer exit survey upon completion of assignment

Commitment:

1-10 hours per week