

Job Profile

Job Title: Executive Director

Reports to: Board of Directors

Job Purpose:

To give leadership to the achievement of the Teen Venture Center's philosophy, mission, objectives, and goals.

Job Summary: (100 Percent 12 Months)

Executive Director facilitates and oversees the day-to-day operations of the Teen Venture Center Facility. Responsible for the recruitment and development of youth programs; adult volunteer coordination; and management of facilities that house an indoor skate park, rock climbing wall, basketball goals, music room, fitness room, game room, art room, cinema room, and music room. Minimum work week is 40 plus hours, which may include promoting the Teen Venture Center and recruiting of members and adult volunteers during non-operational hours. The Teen Center is open Monday-Thursday 3:30 – 9:00 p.m., Friday 3:30-6:00 p.m., and Saturday 12:00-5:00 p.m.

Position Qualifications:

- Bachelor's Degree in Education, Human Services, or related field preferred
- Experience in youth services required
- Must exhibit training, experience, sensitivity and commitment to the needs of students with disadvantaged backgrounds
- Mandatory background check

Essential Functions:

Business Management

- Assign and oversee Assistant Director hours and duties
- Direct (with Finance Chairperson) fundraising program(s)
- Oversee collection of student and adult membership fees
- Communicate and coordinate with Board regarding expenses and bill payment
- Apply for and execute grants including writing grant reports
- Present the center's mission and needs to civic organizations, businesses, and churches

Volunteer Coordinator

- Recruit adult volunteers and assist with paperwork to complete background checks
- Organize and direct adult leadership training program including youth protection training
- Manage registration of all volunteers
- Organize and oversee events' calendar and center use schedule
- Oversee (with volunteers) publication of center newsletter and web page
- Oversee (with volunteers) accounting of youth and adult members community service hours

School System

- Recruit youth members by attending functions at local middle and high schools
- Coordinate bussing with local middle and high school(s) administration and school district(s)

Youth Service

- Display positive character traits toward all youth members
- Manage registration of all youth members
- Be aware of and promote venture events on local, district, council, regional and national levels
- Organize and attend field trips and community service events

Revised 5/4/2017