



Avenue A Director of Teen Programs - Job Description

The Director of Teen Programs at The Grapevine leads and oversees the daily operations of our Avenue A Teen Center, including events, programs, staff and volunteers. This position reports to the Executive Director and is responsible for creating an atmosphere of warmth and acceptance at Avenue A and all offsite programs. They ensure that teens feel welcomed and are kind and respectful of others and are guided by the Avenue A/Grapevine Strategic Plan with a focus on financial sustainability, long term growth opportunities and a commitment to providing high quality, safe, responsive programs for local youth. The following are areas of focus and responsibility for this position.

Programs

- Communicate with staff/volunteers as needed about space maintenance/issues Communicate/organize volunteers and staff for Teen Center cleaning/improvements, garden upkeep, and outdoor space/TSA
- Work with Avenue A Coordinator to plan ongoing and seasonal programs for grades 5-12 (with quarterly schedules)
- Provide transportation for programs when necessary
- Schedule program reminders via Shout for programs as needed
- Prep activities for programs and lead programs as needed, including setup/cleanup
- Co-facilitate Pizza Talk and provide quarterly surveys and reports to funder

Event Planning

Plan a variety of annual and seasonal events in support of volunteers, teens and fundraising including: Youth Arts Collaboration and poetry readings, Lawn Chair Drill Team Community Performances, Annual Volunteer Celebration/Appreciation event, Blindfolded Boat Race kick off event for NH Gives, Special seasonal teen parties/events throughout the year to engage new teens such as our Halloween Party, Holiday Party, Cookie Decorating Extravaganza, Piesgiving, Gift Making Workshop, Summer Vacation Party, Free Clothing Days, and bi-annual alumni gatherings.

Fiscal & Fundraising

- Maintain monthly income/expense sheets
- Review Avenue A financials with fiscal manager quarterly
- Develop draft of Avenue A's yearly budget to submit to Executive Director for discussion/review
- Work with Avenue A Coordinator to plan data collection for grants and fundraising
- Plan NH Gives fundraiser campaign in June
- Write and submit annual grant proposals and reports, sign/create MOUs as needed
- Present to various civic and giving groups in consideration of funding
- Write thank you notes to individual donors and organizations throughout the year

Staff & Volunteer Coordination and Supervision

- Oversee all aspects of Avenue A Coordinator role with regular check-ins
- Meet with Avenue A Club staff monthly or as needed to plan program activities and problem solve challenges when they arise
- Communicate with Write Out! Facilitator weekly to plan group activities and address group dynamics
- Manage ConVal Extended Learning Opportunity partnerships for Write Out! and Woodworking/Carpentry Crew
- Communicate with Pizza Talk Facilitator weekly re: program dynamics, discussion topics, and group needs.
- Plan monthly volunteer meetings and trainings with the Avenue A Coordinator



- Supervise mentorship program; planning quarterly reflective practice meeting for mentors and supervising onboarding and scheduling of new mentor/mentee pairs
- Work with Avenue A Coordinator to recruit volunteers for new programs as needed

Marketing

- Maintain social media accounts (Facebook and Instagram) for the Teen Center, posting about events and happenings and answering Facebook messages.
- Develop and send monthly or bi-monthly e-newsletter via Sender, submit print media and press releases as needed.
- Update Teen Center website with quarterly schedules and special event information
- Develop annual video for promotional purposes
- Create YouTube channel content including Lawn Chair Drill Team videos, Write Out! Poetry, Blindfolded Boat Race video, and other relevant content.
- Design seasonal schedule flyers and pop-up event flyers/social media graphics and maintain "one pager" about Teen Center programs

Donor & Community Relations

- Develop and maintain relationships with partner organizations in support of Avenue A programs
- Develop and maintain relationships with school principals, teachers, and guidance counselors for program promotion and collaboration. Communicate around student concerns as needed/appropriate
- Plan for consistent attendance at widely attended community events and attend school open house nights as appropriate
- Visit civic and community groups as needed to provide informational presentations
- Outreach to Police Department(s) on seasonal schedules, programs and special events. Liaison with police when appropriate to support families/youth.

Parent/Teen Communication

- Meet with teen, parents and staff as needed.
- Coordinate with youth serving agencies as needed
- Recognize mental health warning signs and check in with teens and parents as needed to provide resources and follow up support
- Collaborate with other Grapevine Staff to provide information/referral warm-hand offs
- Work with Avenue A Coordinator to reach out to families individually on a quarterly basis for seasonal program sign ups.
- Review registration forms for programs and send them to parents for completion
- Develop and administer bi-annual teen survey; share results with parents, funders, and community partners