



Teen Center Program Coordinator JOB DESCRIPTION

Position Title: Teen Center Program Coordinator

Classification: Non-Exempt, Part Time (30hrs)

Reports To: Teen Director

Hours:

School year: afternoon-evening hours

Summer: Tuesday - Friday daytime hours

Position Overview: This position is an integral part of our Sara Holbrook Community Center team supporting the Teen Program Director with overseeing the daily operations of the SHCC Teen Center. Focused on creating lightly structured recreational and enrichment activities at the Teen Center, the individual in this position will need to be skilled at connecting with teens while also having the ability to communicate with parents and provide leadership to staff. The ideal candidate for this position will have experience working with middle and high schoolers.

Essential Duties and Responsibilities:

- Act as a positive role model for youth promoting healthy living choices
- Collaborate with the Teen Director and community partners to coordinate programs for teens
- Provide leadership and supervision support to staff when Program Director isn't onsite
- Initiate and maintain positive relationships with parents, acting as point of contact for them
- Manage meal services, including daily meal pick ups and serving meals to students
- Maintain and ensure completion of staff task charts
- Reinforce behavior expectations with students in the program
- Supervise youth and uphold SHCC Teen Program Rules
- Model and maintain appropriate boundaries for staff and students
- Participate in staff meetings and professional development as assigned by the Director
- Transport students in SHCC/rented van when necessary

- Notify the Director of student-related accidents/incidents; discipline issues and student suspension when they occur
- Enforce safety and health guidelines
- Ensure required program documentation, report and attendance records are maintained and current

All prospective staff must pass a comprehensive background check prior to employment and accept the role and responsibilities of mandated reporter for child abuse and neglect.

The above statements are intended to describe the general nature and level of work performed by persons assigned to this position. They do not include all job duties performed by employees in this position.

Qualifications:

Education: Education or training in education, human services, or related field and two years of direct work experience with teens required.

Experience:

- Previous experience working with Middle School and High School aged youth
- Experience planning and implementing creative, positive, and healthy youth programming for middle schoolers and teens, including knowledge of youth development principles

Skills & Requirements:

- Ability to relate and form positive relationships with teens
- Knowledge of current youth issues, concerns, and trends
- Solid understanding of positive youth development, risk and protective factors and child development.
- Consistently demonstrate a positive attitude with youth, parents, and co-workers
- Confidence to manage youth's behavior as well as handle conflicts between youth
- Ability to work cooperatively and effectively with a team as well as act independently
- Excels at corresponding professionally and efficiently with parents/guardians and community partners
- Ability to identify and respond to the needs of the program and seek support and guidance when needed
- Commitment to social justice and openness to learn and grow in our practices with youth & families
- Excellent organizational skills as well as flexible demeanor
- Highly effective written and verbal communication skills; ability to meet people with ease
- Proficiency with Microsoft Office and Google Applications. Ability to adapt and learn new technologies as needed.

- Ability to lift up to 50 pounds.
- Access to reliable transportation; clean driving record.
- Pass a comprehensive background check.

Please submit cover letter and resume to jobs@saraholbrookcc.org