



Position Title: Teen Program Direct Service Staff
Classification: Non-Exempt, Part Time (15hrs - 20hrs)
Reports To: Teen Program Director

Hours Available Monday through Friday from 2:45pm - 8:15pm

Position Overview: Supervise and participate in activities with the attendees while maintaining a safe, fun, and positive environment for youth.

Essential Duties and Responsibilities:

- Act as a positive role model; promote healthy living choices
- Always maintain appropriate boundaries within relationships with staff and youth
- Serve meals to students at appropriate times
- Maintain behavior expectations with students in the program
- Participate in staff meetings and professional development as advised by the Director
- Transport students in SHCC/rented van to and from activities
- Notify the Director of student-related accidents/incidents; discipline issues and student suspension when they occur
- Submit incident/accident reports to Director within 24 hours
- Enforce safety and health guidelines
- Ensure required paperwork and attendance records are maintained and current
- Accept role and responsibilities of being a mandated reporter for child abuse/neglect
- Ensure a clean and organized facility at all times
- Maintain all COVID-19 guidelines for the physical space and individuals
- Work with the Teen Director, Program Coordinators, and partners to maintain a safe, fun, and supportive environment
- Supervise (verbal/physical appropriateness) youth and uphold SHCC Teen Program Rules
- Socialize with and actively engage youth in program activities
- Attend staff meetings, training, and professional development opportunities

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:

Skills & Requirements:

- Relates and works well with teens
- Knowledge of current youth issues, concerns, and trends
- Ability to identify and respond to the needs of the program and seek support and guidance when needed
- Excellent organizational skills as well flexible demeanor
- Previous experience working with Middle School and High School aged youth
- Good boundaries and ability to set limits
- Highly effective written and verbal communication skills; ability to meet people with ease
- Computer and internet literate
- Access to reliable transportation; clean driving record
- Must consistently demonstrate a positive attitude with youth, parents, and co-workers
- Ability to work cooperatively and effectively with a team as well as act independently
- Confidence to manage youth's behavior as well as handle conflicts between youth
- Commitment to social justice and openness to learn and grow in our practices with youth & families
- Knowledge of and ability to administer basic first aid