

CITY OF WOODLAND PARK JOB DESCRIPTION

Title: Teen Center Program Staff
Department: Community Engagement
Grade: N/A – Part Time



CORE VALUES: Customer Service, Integrity, Stewardship, Team Building, Respect, Loyalty, Trust

SUMMARY

To plan, organize and implement daily operations and activities in a community youth after-school program. To create a safe and supervised environment for youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise youth attending the Teen Center.
2. Ensures a safe and appropriate environment for those utilizing the facility, and enforces the Teen Center rules and policies.
3. Develops and implements Teen Center activities and programs, including: indoor & outdoor activities at the Center, community festivals/events, community recycling and clean-up programs, food drives, cultural arts events, physical activities, field trips, community outreach, and other special activities.
4. Performs a variety of office duties such as answering the phone, typing correspondence, checking e-mails, running errands and picking up supplies.
5. Participates in the preparation of staff schedules, monthly activity calendars, summer programming, event flyers, transportation, volunteer schedule and other related tasks.
6. Ensures that registration forms are completed by all new participants, and reviewed annually for returning participants. Management of the pro care registration and attendance system
7. Promotes the Teen Center and its activities within the Teen Center, and through identified community resources.
8. Participates in maintaining a variety of records, including Teen Center registrations, attendance, activity reservations, permission slips, purchasing, accidents, incidents, etc.
9. Helps to maintain an accurate account of revenue and deposits, expenses and receipts for all Teen Center activities, programs, operations, and other purchases.
10. Maintains house/ground keeping in and around Teen Center. Is responsible for notifying Teen Center supervisor and Public Works Administrative Assistant if repairs and supplies are needed.

SUPERVISION RECEIVED

Reports to the Teen Center supervisor. Works with other Teen Center staff onsite on a daily basis.

SUPERVISION EXERCISED

None generally. May supervise activity instructors and volunteers.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

1. Valid state driver's license, or the ability and willingness to obtain one.
2. CPR and 1st Aid certification or the ability and willingness to obtain and maintain certifications.
3. High School Diploma or GED.
4. One year experience in relevant field preferred.
5. An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

1. Ability to assist with development, coordination and supervision of varied activities involved in a community drop-in youth center.
2. Ability to establish and maintain effective working relationships with employees, supervisor, other agencies, participants, instructors, community leaders, and the general public.
3. Excellent communication skills and the ability to communicate effectively orally and in writing with a variety of age groups.
4. Ability to plan and supervise the work of volunteers.
5. Experience working with youth.
6. Ability to manage conflict and potentially adversarial situations.

SPECIAL REQUIREMENTS

Required to work some evenings, weekends and holidays

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and data base software; calculator; copy, printer and fax machines; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet while in the office, or moderately loud when in the main Teen Center and during activities.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, and criminal background check are required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description.

Employee Signature _____ Date _____