



POSITION DESCRIPTION

TITLE:	Teen Center Assistant
REPORTS TO:	Program Coordinator
LOCATION:	344 Broadway St. Berlin, WI 54923
WAGE:	\$9-\$11/hour
HOURS:	After School Monday-Friday 3:00- 8:00 pm Non-school days/Summer 9:00-5:30 pm *May include some later hours depending on programming and events

Job Summary:

Plans, implements, supervises and evaluates activities provided in the Teen Center, such as Education, Computer Lab, the Arts, Physical Education and Health and Wellness. Helps at the front desk with membership check-in, concessions, game check-out/in, answering phones and cleaning duties.

Promote the components of health, wellness and fitness to achieve the goals of the organization.

It is the responsibility of every staff member to cultivate and maintain positive donor relationships.

Qualifications:

- High School Diploma or GED
- Experience working with teens
- Knowledge of youth development
- Proven ability to motivate youth and manage behavior issues
- Good communications skills, both verbal and written
- Ability and commitment to role model and promote a lifestyle of health, wellness and fitness to members and their families
- Proven ability to plan and implement quality programs for youth
- Be certified in CPR/First Aid or willing to obtain
- Valid driver's license and good driving history

Job Responsibilities:

- Create an environment that facilitates the achievement of Youth Development Outcomes and attracts members with appropriate displays, information and recognition.
- Promote and stimulate program participation, including the area of health, wellness and fitness.
- Participate in new member Club orientation process.
- Provide guidance and role modeling to members.
- Effectively implement and administer programs, services and activities as assigned.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance and cleanliness of the unit at all times.
- Prepare periodic activity reports.
- May be required to drive club van.
- May participate in special programs and/or events.
- Mandated child abuse reporter.

Physical and Mental Requirements:

- Must be able to interact physically with children during program activities.
- Ability to sit or stand for long periods of time.
- Ability to lift a minimum of 50 lbs.
- Must be able to think clearly and concisely.
- Must be able to function in a loud environment with high energy interacting with multiple aged members.
- Must be able to work in a variety of environments, including outdoor activities possible trip assignment.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by:

Incumbent Date

Approved by:

Supervisor Date

Reviewed by:

CEO Date