



Town of Jamestown

JOB DESCRIPTION: Teen Center Staff Member Jamestown Teen Center

Job Title: Teen Center Staff Member	Type of Position: Part-Time/Seasonal
Unit/Division: Parks & Recreation	Reports to: Program Coordinator
Review: Every year	Last review date: 1/25/2024
Pay status: Hourly	Pay rate: \$14.50-16.00 per hour

GENERAL DESCRIPTION

Teen Center staff are responsible for the supervision of our after-school Teen Center program. Hours of operation are Monday thru Friday, 2:15PM-6:15PM, flexible schedule available. Staff are tasked with enforcing Teen Center rules and regulations to ensure participant safety, responding to emergent and non-emergent situations appropriately and fairly, perform routine cleaning of the activity spaces, and to assist the program coordinator to provide a high quality after school experience to all attendees. The Teen Center typically accommodates between 15-25 participants on average, with peak attendance reaching up to 35 on busy days.

DUTIES AND RESPONSIBILITIES

- Supervision: Ensure the safety and well-being of all participants by maintaining a high level of supervision during operational hours.
- Conflict resolution: Staff must be able to address and resolve conflicts or issues among participants in a fair and constructive manner.
- Facility Maintenance: Perform cleaning duties after the program, maintain cleanliness, and assist with various tasks within the Recreation Center as needed.
- Engagement: Staff are expected to engage in activities, such as basketball, video games, or conversation, with participants.
- Documentation: Assists with documenting attendance, daily reports, behavior/accident reports.
- Safety and emergency response: Respond to emergencies and non-emergencies, providing assistance and coordinating with appropriate authorities. Maintain clear communication with other staff, program coordinator, and other emergency personnel.
- Program instruction: If applicable, run specialized programs within your area of interest to enhance the participants' experience.
- Notify appropriate departments regarding repairs or issues that require attention.
- Assist in organizing and managing Teen Center events, activities and programs.
- Other duties as assigned.

JOB REQUIREMENTS

- Minimum age of 18 years.
- Possess effective communication skills and self-motivation.
- Must be able to work evenings.
- Strong interpersonal and communication skills.
- Empathy, patience, and the ability to connect with young people.
- Knowledge of youth development principles and best practices.
- First Aid and CPR certification (or willingness to obtain).
- Ability to pass a national fingerprint background check.
- Experience working with youth preferred.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The employee is required to use hands to operate objects, tools or controls and reach with hands and arms. The employee is frequently required to stand, walk, and talk to youth, parents, and members of the public. The employee may occasionally lift and or move objects up to thirty (50) pounds.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be able to perform all essential functions of the job. Other duties may be required by the Parks & Recreation Director.