



Title/Position: Teen Center Assistant
Reports To: Teen Director
FLSA Class: Non-Exempt
Status: Part-time
Hours: 20 hours/week
weekday afternoon/evenings
Rate of Pay: \$12/hour

Position Summary:

The Teen Center Assistant is responsible for assisting with planning, development, implementation, and evaluation of a broad range of teen programs. The Teen Center Assistant will help to run a broad range of programming under the Core Area of Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts and Sports, and Fitness and Recreation.

Essential Duties and Responsibilities:

- Provide supervision to volunteers and teen members
- Ensure programs and activities are age appropriate and appeal to all teen interests
- Provide appropriate guidance and discipline to teens, ensuring that rules and policies are upheld
- Participate in program/service outcome measurement processes and other program evaluations
- Collaborate programs and events with other teen staff. When appropriate, collaborate with staff from other Clubs and community organizations
- Participate in periodic professional development opportunities
- Secure and maintain materials, equipment and other resources belonging to the program area
- Maintain a safe and clean program area
- Other administrative duties include, but are not limited to, tracking attendance of members in the program, data collection, pre and post surveys and a variety of written reports
- Other related duties as specified by the Teen Director or management

Position Requirements (Education, Experience, Knowledge, Skills, Abilities, Work Demands)

- BA/BS degree and/or 1-2 years exp. working with teens
- Direct experience developing and delivering programs for teens; experience in out-of-school-time settings preferred
- Demonstrated knowledge of principles related to youth development; program management; and group leadership skills, including an understanding of group dynamics
- Strong interpersonal and communication skills
- Positive role model
- Ability to work with youth and families from a variety of backgrounds
- Flexibility to work Club hours especially as seasons and service needs change
- Valid Massachusetts driver's license
- Clear all required background checks