



JOB DESCRIPTION

High School Teen Center Staff

PART-TIME POSITION: This is a seasonal position at Boys & Girls Club of Corvallis that begins at the end of August and ends in June, following the Corvallis School District calendar.

HOURS: Scheduled hours are generally 3:00-6:30 pm, M-Th and 3:00-6:00 pm on Fridays, plus meetings and trainings.

WAGE: \$10.75/hour

General Description:

The Johnson Teen Center (JTC) is a dedicated teen building located next to the main Clubhouse that focuses on teens in grades 9 – 12, offering leadership opportunities, job skill development and relevant teen programs in a safe and fun environment.

Under the supervision and guidance of the High School Teen Center Director, the JTC Staff is responsible for the supervision of the JTC and all teens present, keeping the general area clean and organized, working with the High School Teen Center Director to develop relevant programs and activity curriculum for teens. This position does not exercise supervision over other employees.

Job Functions:

- ◆ Work with High School Teen Center Director to develop and implement exciting, relevant and dynamic age appropriate programming geared towards high school teens
- ◆ Responsible for the Supervision and Safety of teens at all times
- ◆ Build rapport with high school teen members and act as a positive role model for high school teen members
- ◆ Responsible for seeing that parents and participants are greeted and acquainted with the program
- ◆ Attending weekly staff meetings
- ◆ Enforce behavioral Club standards and implement disciplinary action in a positive, affirming manner
- ◆ Responsible for the protection of the Boys & Girls Club of Corvallis property and for promptly reporting any damages or loss
- ◆ Performs first aid assistance when necessary and keeps proper first aid supplies on hand
- ◆ Cleaning assigned space at the end of the day, including vacuuming, sweeping, emptying and taking out the garbage

Minimum Qualifications:

- ◆ Must have a high school diploma or equivalent. If applicant is a previous Club high school member, they must be at least three years removed from high school.
- ◆ Must be able to deal tactfully, courteously, and effectively with Club members, staff, and the general public.
- ◆ Strong communication skills both written and verbal
- ◆ A current first aid and CPR certification is required within 60 days of employment.
- ◆ Be able to pass a background check

Preferred Qualifications:

- ◆ Experience working with high school age youth
- ◆ Background in youth development
- ◆ Bilingual in English and Spanish

To apply:

Complete and submit an application that can be found at <http://www.bgccorvallis.org/careers>), and resume.

OR send a resume, and the filled out application form to:

Boys & Girls Club of Corvallis

Attn: Casey Higgins

1112 NW Circle Blvd.

Corvallis, OR 97330

No phone calls please.

The Boys & Girls Club of Corvallis is a drug and alcohol free organization. We reserve the right to drug test applicants prior to employment.