

## JTC Job Descriptions *updated 2/2021*

The Jefferson Teen Center is looking for a new **Staff Youth Manager & Staff Youth Assistant**

The Jefferson Teen Center is a non-profit after school program that began in 1992. The teen center provides a safe place for middle and high school aged youth to go after school, located on the Chimacum High School campus. We provide healthy snacks and programs typically offer homework help, creative activities, sports participation and technology activities.

**The JTC has reopened with new temporary hours afterschool:**

**Monday, Tuesday, Thursday, Friday 11am – 2pm**

(Staff Hours would be 10:45 – 2:45 *or so for set up/shut down*)

*The CHS district is offering a hybrid model for students in our area, which gives students the option of having online classes and/or in person classes*

*The JTC will be open to students with limited capacity and guidelines for social distancing, mask wearing and hand sanitation. We expect to have a slow start with perhaps only a few students that will have had parents/guardians sign a permission form and planned scheduled ride home – we no longer will have the second bus to bring kids home which means the student must arrange their own transportation.*

---

### **STAFF Youth Assistant Responsibilities:**

**Monitor Students:** After school staff monitors student activity. This includes having students sign in and out, monitoring food and social distancing rules. This may also be in helping students with homework, art projects or other endeavors. This might require going over instructions with students, mediating disagreements, and reminding students to quiet down. Staff must also be vigilant about the safety of all students, first aid and CPR training is helpful.

#### **Monitor Building & Equipment:**

Staff monitors the operations such as doors, windows, lights, temperature and other building concerns as well as equipment. Inside equipment like the refrigerator, washing stations, electric piano, computers, speakers, telephone, etc.

#### **Skills:**

Staff should have excellent conflict resolution and communication skills, be patient and responsible. Staff should also be able to give and receive instruction, as well as work independently.

#### **Staff & BOD Meetings:**

Staff meetings are typically held just before or just after open hours. BOD meetings take place bi-monthly and recently have been online Zoom meetings. Attendance encouraged but not mandatory.

Starting Pay Rate \$15/hr

6-12hr/wk

Hours could be flexible

*We are currently looking for someone to work on Mondays & Tuesday during these new temporary hours (11-2) and flexible if/when school hour's change to longer days to open at 2:30pm. Interviews and start date asap.*

---

### **STAFF Youth MANAGER Responsibilities:** *(Higher pay rate depending on experience)*

In addition to above mentioned duties, the manager has additional responsibilities which include:

- 1- The tally of staff hour's, bi-weekly in coordination with Director for payroll.
- 2- Inventory, purchase and management of snacks
- 3- Make copies and oversees sign in forms
- 4- Announcements with schools/JTC student reps, reminders for staff & director related to school updates
- 5- Provides information on behalf of the Staff to the Director and from Director to Staff

**Requirements:** HS Diploma/GED, experience working with youth, background check, basic skills in technology, mask wearing until further notice

For more information go to **[www.jeffersonteencenter.org](http://www.jeffersonteencenter.org)**

Please send resumes and any questions to email: **[shayann\\_hoffer@yahoo.com](mailto:shayann_hoffer@yahoo.com)**