

Jefferson Teen Center Volunteer Job Descriptions

Location: 91 W. Valley Rd. #210 Chimacum, WA 98325 ~ on the Chimacum High School campus

The Jefferson Teen Center welcomes volunteers to work with staff and students.

We are a non-profit after school program that began in 1992. The center provides a safe place for middle and high school aged teens (Grades 7-12) to go after school. We provide healthy snacks and programs typically offer homework help, creative activities, sports participation and technology activities.

JTC is currently open for 1hr after school.

Monday, Tuesday, Thursday, Friday 2:20pm – 3:20pm
(Staff Hours / 2:00pm – 3:30pm for set up/shut down)
Wednesdays (early release day) 1:20pm – 2:20pm
(Staff Hours / 1:00pm – 2:30pm for set up/shut down)

VOLUNTEER STAFF - Responsibilities:

Volunteers and staff monitor and supervise student activities including signing in and out and preparing snacks. May also include helping students with homework, projects, games or other endeavors. Staff and volunteers must also be vigilant about the safety of students; first aid and CPR training helpful.

Help monitor the operations of the center such as doors, windows, lights and other building concerns as well as inside equipment like the refrigerator, washing stations, piano, computers, speakers, telephone, etc.

Report to the Center Manager

Scheduling is flexible within the center's hours and volunteers' availability.

Attributes Needed:

Volunteers should have

- Willingness to be present and interact with students.
- Willingness and interest in sharing skills, talents and gifts (Music, arts, crafts, games etc.)
- Good conflict resolution and communication skills, patient, encouraging and energetic.
- Be tolerant and accepting of all students.
- Give and receive instruction while working with Staff Manager
- Assist other Volunteers, working together to create a positive environment.

For more information about the JTC go to **www.jeffersonteencenter.org**

Please send any questions via email to: jeffersonteencenter@gmail.com

Mailing Address: PO Box 126 Port Hadlock, WA 98339