

Jefferson Teen Center is hiring for the 2022-23 School Year

The Jefferson Teen Center is looking for new **Staff Assistants**

The Jefferson Teen Center is a non-profit after school program that began in 1992, we are celebrating our 30th year! The teen center provides a place for middle and high school aged teens 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, technology activities and more.

The JTC is OPEN with regular after-school hours:

Mon. Tues. Thurs. & Fri: 2:20pm – 4:30pm

Wednesdays: 1:20pm - 3:30pm (*early release day*)

Approximately a **2hr Shift M – F 6-12hr/wk**

(*Staff hours could add approx. 15min before/after open hours for set up/shut down*)

Looking to fill this position before school starts Sept 6

The JTC is open to all teenagers ages 12-18.

Teens are required to have a parent/guardian consent form filled out and arrange their own transportation.

STAFF 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 may require going over instructions with students, mediating disagreements and/or addressing concerns.

Monitor Building & Equipment: Staff monitors the operations such as doors/locks, 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 enjoy working with teens, have good conflict resolution and communication skills, patient and responsible. Staff should also be able to work independently as well as with other staff, students, and volunteers.

Looking to fill this position before school starts Sept 6

Pay rate: Depending on experience

Requirements: HS Diploma/GED, experience working with youth, background check, we follow the Chimacum School District guidelines and school calendar timeline.

For more information go to **www.jeffersonteencenter.org**

Please send resumes and /or letter of interest, questions, etc to: **shayann_hoffer@yahoo.com** or call 360-774-0763