

## Jefferson Teen Center Job Descriptions *updated 9/13/2021*

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. 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 is OPEN with regular afterschool hours:**

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

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

*(Staff hours would add approximately 15min before & after open hours for set up/shut down)*

*The JTC will be open to students with limited capacity and guidelines for social distancing, mask wearing, and hand sanitation. Students are required to have a parent/guardian consent form filled out and signed to attend the JTC. Students need to arrange their own transportation*

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### **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.

**Staff & BOD Meetings:**

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

**Looking to fill this position ASAP 6-12hr/wk**

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**Requirements:** HS Diploma/GED, experience working with youth, background check, must be fully vaccinated and 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)**

or call JTC Director: Shayann Hoffer-Pauley directly at 360-774-0763