**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 teen center 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 follows the academic calender of CSD#49 and occasionally offers programs at alternative times as demands and opportunities dictate.**

**Monday, Tuesday, Thursday, Friday 2:20pm – 3:30pm**

*(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)*

**JTC is exploring extended hours depending on demand.**

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**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, musical instruments and the Resource Room supplies, etc.
* Help clean-up, sanitize and prepare the center for the next day.
* Report to the Jefferson Teen Center Staff Site Manager(s)
* Scheduling is flexible within the center’s hours and volunteers’ availability. JTC follows the Chimacum School District #49 academic schedule.

***Attributes Needed:***

***Volunteers should have***

* Willingness to submit to WA State background check
* 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, inclusive and accepting of all students.
* Give and receive instruction while working with Staff Site Manager
* Assist other Volunteers, working together to create a positive environment.

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

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

Mailing Address: PO Box 126 Port Hadlock, WA 98339