

JTC Staff - Site Manager Position

The ideal candidate(s) will enjoy working directly with teens (grades 7-12), demonstrate good conflict resolution, management, and communication skills as well as both patience and responsibility. They will possess the ability and willingness to work independently as well as with the ED, Board, Volunteers, and students. They will be kind, approachable, inclusive and enjoy spending time with young people.

Monitor& Coordinate

- Welcome and greet attendees
- Ensure attendees sign in and out including preparation of bus passes as needed.
- Organize, Schedule, plan and promote educational and/or recreational events for attendees.
- Food prep and distribution.
- Assisting students with homework, art projects or other endeavors
- Review JTC Agreements with attendees, make sure no one is doing drugs/vaping/smoking or engaging in inappropriate activities at JTC.
- Intervene in conflicts in order to mediate disagreements and/or address concerns.
- Answer phone and emails communication professionally with parents and CJSH & CSD#49 staff.
- Record and report average daily attendance to ED

Building, Equipment & Supplies

- Ensure doors & locks are secure during closed hours.
- Keep inventory of food and supplies: Coordinate donations and acquisitions with ED
- Monitor and restock use of free resources in the JTC Resource Room
- Make sure bulletin boards and communications are up to date and accurate.
- Maintain equipment and supplies in coordination with the ED to maintain an efficient operation.

Volunteers

- Assist with recruitment of volunteers with the appropriate skills and talents needed: Music & arts, finance education, sports, and technology are examples.
- Train, oversee and coordinate scheduling of volunteers
- Record volunteer hours and report to ED on monthly basis.
- Background checks on all staff and volunteers is required – Executive Director will need legal name(s) and date of birth for the WATCH Background system.

Student Advisory Team

- Solicit involvement for the team through regular engagement and discourse so as to ensure it's sustainability from year to year
- Encourage student-led initiatives and projects.
- Facilitate student leadership skill development.
- Create community service opportunities. (Hours are required for Graduation and must be recorded)

Liaison

- Direct liaison with the ED
- Attend board meetings upon request.
- Work with organizations and entities in collaboration with the JTC
- Help facilitate YCCTPP Grant initiative with ED & WA-DOH

Requirements:

- HS Diploma/GED
- Experience working with youth
- leadership and organizational skills

- Background check

Compensation: \$18-23 per/hr *(dependent on experience & qualifications)*

NOTE: The JTC Schedule follows Dist 49 academic calendar

Please submit resumes to Jeff Jones-Interim ED @ email: jeff@jeffersonteencenter.org