

After School Program Teen Leader Job Description

The primary responsibility of the Teen Leader; to assist in developing and implementing program activities for youth, maintain the day-to-day schedules and routines of the Teen Center, maintain rules and regulations while always keeping the Teen members needs highest priority, work in partnership with other staff to support teens in both in completing school work, participating in Club activities while strengthening academic , physical and social skills by providing individual and group assistance.

The Sandy Club, “A Safe Place for Boys and Girls” is a non-profit 501(c)3 organization dedicated to changing lives for young people. As we have grown, so has our range of services. Currently, we help club members and families by:

- Providing social interaction for youth with their peer group
- Providing opportunities for play and activity
- Teaching healthy lifestyle habits
- Providing academic tutoring and assistance
- Access to professional counseling services
- Access to new clothing and school supplies
- Providing temporary food support for members and their families
- Connecting members to community services and support programs

Teen Leader Responsibilities:

- Assist with activities that prepare youth for success
- Planning, development and implementation of schedule and activities such as character & leadership development, education & career development, health & life skills, the arts, and sports, fitness & recreation
- Monitors individual and/or groups of teen members in a variety of settings (e.g. classroom, gym, outdoor area, etc.) for the purpose of enforcing Club rules and procedures regarding member behavior and participation and/or providing a safe, respectful and positive multicultural learning environment
- Maintain classroom equipment and various Club areas
- Document incident/ accident reports when needed
- May consult with parents concerning behaviors, rules and expectations of Club members
- Attend monthly staff meetings and all family events
- Supervise the Teen Center desk, activity rooms, and picnic area
- Perform record keeping such as teen member attendance, participation numbers, necessary purchases, etc.

Requirements:

- Must be 18 years of age
- Must have prior experience working with children
- After-school care experience preferred
- Must be able to pass a Criminal Background Check, be willing to become CPR certified and acquire a Utah Food Handlers Permit. Yearly Professional Development Training is required.

Part-time Hourly Pay Wage- \$16.00 to \$18.00 based on experience

Contact Information: 801.561.4854 or Info@thesandyclub.org