



Job Description: Teen Center Team Member

Reports To: Co-Executive Director, Teen Programs & Impact

Location: Fillmore, CA

Job Type: Part-Time, 10 – 15 Hours Per Week, Hourly

Salary: \$16/Hour Paid through Goodwill Industries Partnership

Position Summary:

The Teen Center Team Member will assist in providing a safe, engaging, and supportive environment for teenagers (typically ages 13-19) within the Teen Center. This role involves supporting daily activities, youth programs, facilitating recreational and educational activities, and assisting with the general operation of the center. The Teen Center Team Member will collaborate with other staff and volunteers to promote a positive atmosphere and help foster personal growth, leadership skills, and community engagement among teen participants.

Key Responsibilities:

1. Supervision & Safety:

- Ensure the safety and well-being of all teens in the center by monitoring activities, enforcing rules, and providing conflict resolution when necessary.

2. Activity Coordination:

- Assist in planning and facilitating various activities, including games, workshops, art projects, tutoring sessions, and special events.

3. Youth Engagement:

- Build positive relationships with teens, encouraging participation in activities and providing guidance and mentorship when needed.

4. Customer Service:

- Answer questions and provide information to teens and their families about programs and services offered at the Teen Center.

5. Administrative Support:

- Help with registration, check-in/check-out processes, and maintain records of attendance and program participation.

6. Facility Maintenance:

- Assist with the cleaning and organization of the Teen Center and ensure that equipment and supplies are properly maintained.

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7. Program Support:

- Support Teen Center staff in planning, promoting, and executing community outreach programs and teen-related initiatives.

8. Collaboration:

- Work with other staff members, volunteers, and community partners to create a positive and supportive environment.

Qualifications:

- Must be currently in school or have received a high school diploma/GED equivalent. College bound preferred.
- Previous experience working with teens, youth groups, or in a recreational or community center environment is a plus.
- Strong interpersonal skills and the ability to communicate effectively with teens and staff.
- Ability to work in a team environment and handle multiple tasks simultaneously.
- Good problem-solving skills and the ability to remain calm under pressure.
- A positive, approachable attitude with a passion for working with young people.

Physical Requirements:

- Ability to move and arrange furniture, equipment, and supplies.
- May require standing, walking, or sitting for extended periods of time.
- Ability to lift 25 pounds.

Work Schedule:

- Flexible hours, weekdays, based on Teen Center operating hours.

Preferred Attributes:

- Bilingual abilities are reflective of the demographic of the population served.

Benefits:

- Ongoing professional development and training opportunities.
- Supportive work environment with a focus on professional growth and community impact.

Application Process: Please submit your resume, cover letter, and any relevant certifications to info@myonestep.org. In your cover letter, please detail your experience working with young people.

Equal Opportunity Employer: One Step A La Vez is an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business needs.

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