

GREAT FUTURES START **HERE.**



TITLE: Teen Assistant (Youth Development Professional)

REPORTS TO: Unit Director

STATUS: Non-Exempt (Non-profit organization)

PRIMARY FUNCTIONS (Duties include, but are not limited to):

- Promotes safety of members, quality programs, and positive appearance of the Club at all times.
- Provides positive guidance, discipline and role modeling to members at all times.
- Plans, organizes, and implements a range of program services within the 5 core areas and provides program reports as need.
- Promotes and stimulates program participation
- Participates in staff meetings, special initiatives, and events as directed by the Unit Director.

SKILLS/KNOWLEDGE REQUIRED:

- High School Diploma or G.E.D. required with some post-secondary training highly preferred
- Working knowledge of specific content areas (core programs)
- Experiential knowledge required and academic knowledge preferred regarding the physical, cognitive, emotional and social needs of children of high school age
- Effective oral and written communication skills
- Skills in fostering youth development, through encouragement, engagement, involvement and emotional support
- Understanding of human relations, leadership and problem solving
- Basic computer skills - including basic operating skills (keyboard, mouse, etc)
- Willingness to be trained on additional skills as your position dictates
- Pass Mandatory Background/Sex offender check
- Valid driver's license and clear driving record that will meet insurance carrier requirements (applicants 25 and older)

Job Type: Part-time

Salary: \$10.00 per hour

Experience:

- Child Care: 1 year (Preferred)

Education:

- High school or equivalent (Preferred)

Location:

- Waterloo, IA 50703 (Preferred)

Work authorization:

- United States (Required)

Shifts:

- Mid-Day (Required)
- Evening (Required)

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Executive Officer **Date**