

## **LAKE GEORGE TEEN CENTER ASSISTANT DIRECTOR JOB DESCRIPTION**

**Mission:** To provide Lake George Jr./Sr. High teens with a safe, supportive after-school environment that cultivates a sense of community and promotes physical, emotional, and social well being.

**Vision:** Teens that enter our facility will develop a stronger sense of self, build lasting connections to and within our community and its members, and maintain a positive outlook for their future.

### **JOB SUMMARY**

The Assistant Director of the Lake George Teen Center is responsible for setting up and closing down the Teen Center and facilitating the daily activities with Teens under the direction and supervision of the Teen Center Director. (S)he will report directly to and maintain constant communication with the Teen Center Director.

### **ESSENTIAL RESPONSIBILITIES**

Responsibilities of the Assistant Director of the Teen Center include:

- >Arrive at the Teen Center promptly at 3pm for set-up, unlock teen center, set up snacks/food, games and sign-in binder.
- >Coordinate with the Director daily to plan/prepare snacks and activities for teens.
- >Welcome teens as they arrive and ensure that all teens have signed in properly and are following the procedures and guidelines of the Teen Center during programming hours; accounts for safety and whereabouts of teens.
- >Maintains communication with Teen Center Director daily; in the absence of the director the Assistant is in charge of on site programming, and performs other essential tasks under the direction of the Director.

### **QUALIFICATIONS**

- >Reliable: Able to be onsite from 3-6pm Monday, Tuesdays and Wednesdays.
- >Interpersonal Skills (positive and professional attitude)
- >Strong verbal communication skills
- >Ability to problem solve and flexibility
- >Ability to work with diverse groups of people
- >Ability to pay attention to detail while also handling and prioritizing multiple tasks at one time

### **Salary**

- >\$15/hour
- >Teen Center is open Monday/Tuesday/Wednesday from 3:30-5:30pm
- >Approximately 9-11 hours per week: Oct 1 - May 31
- >The Teen Center follows the Lake George Jr.-Sr. High School calendar for opening/closing (i.e. winter/holiday breaks/snow days/summer break).

**If interested in this position please contact the Teen Center Director:**

**Jennifer Dell'olio**

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**914-227-6197**