



THE GOOD FIGHT

BE PREPARED FOR LIFE

YOUTH PROGRAM LEAD

The Youth Program Lead will provide supervision of youth, volunteers and program staff, and direct afterschool activities. The position will ensure safety and security of the facility and patrons. The position will be responsible for the execution of scheduled activities, outings, and program related events. This position collaborates with the Youth Program Staff and reports to the Youth Program Coordinator.

JOB DUTIES*

- Maintain a positive, cooperative, and student-centered attitude that enhances the climate of the community center.
- Communicate and consistently enforce Good Fight Community Center, Inc. facility policies and procedures with all members and co-workers; demonstrating strong decision-making and conflict resolution skills with everyone when policy and procedure is violated.
- High level of engagement with youth members is required. Some examples of this may include assisting youth with homework or participating in activities with youth such as art, group games, etc.
- Chaperone field trips.
- Assist program lead and program coordinator with facility operations that include event set up and tear down as well as cleaning of the facility.
- Support and promote all administrative decisions, programs and activities offered by The Good Fight Community Center, Inc.
- Actively engage volunteers and provide assistance to coordinators in the onboarding of volunteers. Including: initial volunteer emails, meetings, tours and ongoing contact thereafter.
- Coordinate daily facility operations that include supervision of members and youth program staff.
- Plan and lead facility set up and tear down for special events.
- Maintain a calendar of afterschool activities and ensure they begin as scheduled.
- Serve as a resource by providing accurate and current information regarding activities hosted by the community center.

*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 staff assigned to this role.

EDUCATION AND EXPERIENCE

- Must be 18 years or older to apply.
- Prior experience working with youth, preferred.

TIME COMMITMENT

- This is a part time position requiring at least 12 hours a week (3pm-7pm, three days a week).
- This position may be offered full time hours during the summer (11am-7pm).